



Whitechapel Village Hall, Church Lane, Whitechapel, Lancs, PR3 2EP
Tel 01995 641132 email preschool@whitechapel.lancs.sch.uk
Registered charity number 1080554

Administration

4.1 Admissions

Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter. We will speak to our Early Years Consultant – Rachel Hughes (number in office) with regards to any assistance with providing this information.
- We arrange our waiting list in birth order, using a register interest form. In addition if there is a waiting list we will allocate spaces according to the following:
 - The child requiring the most hours
 - Children with older siblings attending the Preschool when the younger child starts.
 - Locality of the child's main residence (measured from the centre of the setting to child's front door).
- We allocate 16 spaces for preschool children and 3 year olds; 8 spaces for 2year olds and 1 space for emergency admissions, during busy periods.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational

needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.

- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family's need.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children. We suggest that a child attends a minimum of 2 sessions, for this continuity of care and to help them settle in.
- Parents/Carers may register their child within the term before their start date. During busy periods they are required to pay a £50 refundable deposit. This allows appropriate staffing levels and key persons to be allocated, ensuring the best environment for the children in attendance.
- During busy periods, if you wish to book sessions for your child longer than a term in advance we require 20% of the whole fee of the sessions you would have used, because we cannot offer this place to anyone else. This is non-refundable.
- FEYE 2/3/4year funding is paid to Whitechapel Preschool for a whole term. This money is non-transferable or refundable after headcount week. Any other fees paid half-termly are also non-refundable if parents/carers choose to remove their child.
- A full term's notice is needed if you wish to remove your child from Whitechapel Preschool.
- Parents/carers must give Whitechapel Preschool a half-term's notice if they wish to change their child's hours, in order to arrange appropriate staffing. Children cannot change their sessions within a term.
- If you are late picking your child/ren up from preschool we reserve the right to charge you an additional £5.

Updated 31.3.2020