

## **ADMISSIONS POLICY**

Whitsers is open to every family in the community. In order to encourage children and families from all sections of the community we ensure that Whitsers is advertised by various means throughout the village and community. A waiting list is kept and each half-term where spaces are available, children are selected from the waiting list. We use the following criteria for accepting children from the waiting list, subject to the availability of places (which is dependent upon legal restrictions regarding adult-child ratios and available space):

- SEN (Special Educational needs) and looked after children
- Where the child lives – children living in Whittlesford will have priority
- Age – based on academic year
- Time spent on waiting list
- Whether Whitsers is the child's main pre-school setting
- How many days a child attends a pre-school other than Whitsers
- Whether siblings attend (or have attended) Whitsers

Children who are already at Whitsers and wish to increase sessions are subject to the same criteria.

Children for whom there is no spare place in their earliest qualifying half-term will be added to the top of the next term's waiting list.

Whitsers currently take 28 children per session as long as there is sufficient staffing per session. Our staff: child ratios are at least 1:3 for under 3s and 1:7 for over 3s.

In order to make Whitsers genuinely accessible to children and families from all sections of the local community we:

- Welcome both fathers and mothers, other relations and other carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities;
- Monitor the gender and ethnic background of children joining Whitsers to ensure that equality of opportunity is provided.

## **SESSION REQUIREMENTS**

Whitsers is currently open Monday to Friday morning sessions (9-12), Monday to Friday lunch clubs (12-1) and Tuesday to Thursday afternoon sessions (12-3 including lunch) subject to sufficient demand, with Wednesday being allocated as a special preschool only session.

All children must attend at least 2 sessions a week (morning and/or afternoon) with no maximum number of sessions, space permitting. Although this is not always possible, it is strongly recommended that preschool children attend sessions spread over more than one day a week in order to truly benefit from the Whitsers experience.

Confirmation of your child's place will be given where possible at the beginning of the half term before he or she is due to start. Parents will be asked to pay a non-refundable admin fee (currently £30) when a place is offered. From 2019 it has been agreed that children joining Whitsers under the funded 2s scheme are not required to pay the admin fee. Please inform the Admissions Secretary if you are applying for funded childcare under the age of 3.

There will initially be a three week settling-in period after which, under extenuating circumstances (chiefly if a child isn't settling as well as hoped) and in consultation with staff, hours maybe adjusted at short notice.

Six weeks notice (or the general equivalent of half a term) must be given to amend sessions, whether reducing or changing days/session times. If you wish to simply increase sessions these will be accepted where and when possible, subject to staffing levels.

Reviewed Jan 2019