

Playwell Pre-school

Policy on Admissions and Attendance

We aim to admit any child to the group whose family requests a place, dependent on the child's age and the availability of sessions.

In Playwell Pre-school:

1. We keep a waiting list of names of children whose families wish them to attend our Pre-school, and names may be entered on the list at any age under five years.
2. The Pre-school is registered for two to five years olds, and no child will be permitted outside this age range. We are also registered for 4 Together for Two's children.
3. The Pre-school is registered for thirty five children per session, and will not enrol more than that number of children on any session.
4. We will admit children, when sessions become available at the beginning of the school term, on a 'first come first served' basis at the age of three, oldest children will be offered a place first, making allowances for families who did not know the admission procedure, just moved into the area, or with special needs when possible.
5. If, after admitting all 3 and 4 year olds, places are still available then children over 2 years 9 months old will be offered a place. This will be in accordance with our registration with Ofsted of not having more than eight children under the age of three attending on any one session. Children who have been offered a place in Reception class will not be considered for a place.
6. All children are accepted at the pre-school irrespective of gender, ethnic origin, language, culture, or special needs.
7. **Children who wish to attend another nursery or pre-school or other early years setting at the same time as attending Playwell will not be considered for a place.**
8. Parents have the opportunity to discuss the admission of their child with the supervisor.
9. Parents and children are encouraged to visit the pre-school before the children start attending.
10. Parents and children are encouraged to stay together at the pre-school, separating, gradually according to their needs.

11. Each child has an admission record card. This contains their relevant medical history, family details and emergency contacts.
12. Parents must complete an admission form to include signed permission for the supervisor, or a named Playwell first aider to sign for emergency medical treatment to be given if medical authorities say it is necessary for the child. This will only occur after every effort has been made to contact the family.
13. Children who are unwell should not return to pre-school for at least 24 hours after their illness has finished. For illnesses of a longer duration, such as chicken pox, the number of days the child is expected to be absent is shown on the pre-school notice board.
14. The pre-school is flexible so that children's individual attendance times fit in with the needs of the children and where possible with those of their parents.
15. At least four weeks notice of termination is required. If no notice is given parents will be required to pay four weeks' fees in lieu of notice.
16. Parents are expected to pay a non-refundable deposit when confirming acceptance of their child's place at pre-school.
17. Fees are payable, in advance, half-termly. Families who have difficulty with this arrangement should speak to the supervisor.
18. Parents on Income Support may be able to receive assistance with their fees. Eligible families should approach the supervisor.
19. Greenwich council have approved Playwell to claim a grant of up to 15 hours per week for children from the term following their third birthday. Eligible families who decline to allow Playwell to claim the grant will be charged fees equivalent to the grant Playwell would have received. We have also been approved for the 30 hours per week for working parents who are eligible.

This policy was adopted at a meeting of the Pre-school committee held on the 17th June 1997 and was last updated in: - March 2019

Signed on behalf of the management Committee:

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