



ADMISSIONS POLICY

It is our intention to make Riverside Pre-school CIO genuinely accessible to children and families from all sections of the local community.

To accomplish this, we will:

- Ensure all sections of our community have access to our pre-school through open, fair, and clearly communicated procedures
- Ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request
- Aim to accommodate parents' needs
- Ensure our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability – whether gender, family structure, class, background, religion, ethnicity, or competence in spoken English
- Support children and/or parents with disabilities to take part fully in all activities within our setting
- Describe our pre-school and its practices in terms that make clear that we welcome fathers and mothers, other relations and carers (including childminders) and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Whenever possible, be happy to accept children with special needs. Each application will be considered individually, taking into consideration the best interests of the child and the other children in the pre-school
- Reserve the right of the management committee to consider individual applications on appeal and to admit a child or refuse a place based on specific circumstances.
- Monitor the gender and ethnic background of children joining the group on the registration form to ensure that no accidental or unintentional discrimination is taking place.
- Ensure our Equality and Diversity policy is made available in the Parents' Area
- Accept Nursery Education Funding, depending on individual children's eligibility. Children taking a place in their academic year preceding school are required to take a minimum of 12 hours with us. Sessions are organised into a variety of different options; places within each option are limited within each option and allocated ensuring the stability of the pre-school. There may be some flexibility to offer more or fewer sessions to children when particular circumstances arise, or sessions become available
- Offer a minimum of two sessions to each rising three-year-old taking a place due to limited availability. There may be some flexibility to offer more or fewer sessions to children when particular circumstances arise, or sessions become available. Due to a lack of places children are rarely able to access their full 15-hour funded entitlement until they are in the year preceding their school entry, when they will be required to take a minimum of 12 hours at Riverside Pre-school CIO
- Admit children from a minimum age of two-years-old, dependent upon the availability of space and readiness of the individual child
- Support any families paying for Fees via Tax Childcare.
- Support the admission of two-year-old children with government funding when space allows. Two-year-old funding is NOT available for all two-year-olds and families must meet strict criteria to be eligible. Funded two-year-olds are entitled to 15 hours a week and we endeavour to accommodate this depending on availability of spaces.
- Require a £30.00 payment to secure your child's place at Riverside, which will be taken off your essential costs/extra-curricular invoice at the end of the academic year. This payment will not be refunded if you later decide not to take up your child's place.
- As a voluntary, committee managed pre-school we rely heavily on parental support to maintain our high level of care and education. We request an extracurricular payment of 80p per half day session per child, in addition to the session price, which contributes towards consumables (such as tissues and paper towels), snacks, food tasting experiences, the Family subscription, staff training (including paediatric first aid, food hygiene and safeguarding) and funding special activities such as park visits. These activities enhance your

child's experiences with us and without your support many of this would cease to happen. This charge is for ALL children and applies to both funded and fee-paying sessions, payable via invoice from Family the 1st of each month.

As the only community pre-school serving the Bitterne Park area we aim to offer as many of our places as possible to local children. However, in order to maintain the very high level of care and education we provide we are limited by three important factors:

1. The working ratios of staff to children (1:8 for 3+ and 1:4 for 2–3-year-olds)
2. The financial viability and sustainability of the pre-school (especially the management and wellbeing of staff)
3. Available spaces are divided into two separate categories for children who are rising 3 and rising 4. More spaces are allocated to the older age group. This is to ensure sustainability of the pre-school as the children move on to school

Due to popular demand for pre-school places, we have strict criteria for admissions, giving families within the Bitterne Park Primary School catchment area priority access to places at Riverside Bitterne Park. To secure a place for your child at Riverside Bitterne Park, we require proof of your address within the catchment area by means of a utility bill (i.e., council tax, water, gas or electricity, bank/building society statement), dated within the last three months and showing your name and address, or a valid full UK photocard driving licence with signature.

Therefore, we offer places in the following order of priority:

Rising 4's

(In the academic year immediately preceding entry to an infant/primary school)

1. Children who will be four on their next birthday living **within** the BPPS catchment area
2. Children who will be four on their next birthday living **outside** the BPPS catchment area but who have a sibling attending Bitterne Park Primary School in the same academic year that the child will attend pre-school
3. Children who will be four on their next birthday living **outside** the BPPS catchment area

Rising 3's

(Two/three academic years preceding entry to an infant/primary school i.e., two/three years at pre-school)

1. Children who will be three on their next birthday and living **within** the BPPS catchment area, depending on their start date
2. Children who will be three on their next birthday living **outside** the BPPS catchment area but who have a sibling attending either Riverside Pre-school or Bitterne Park Primary school in the same academic year that the child will attend pre-school
3. Children who will be two on their next birthday living **within** the BPPS catchment area
4. Children who will be three on their next birthday living **outside** the BPPS catchment area

Older Children

Riverside Pre-school CIO is registered to take children up to the age of five. We do not guarantee spaces for children to continue in pre-school when they have been given a due date for starting the school reception year. However, in exceptional circumstances, we may accept a child who could otherwise start reception in September for up to a full-time position until their fifth birthday. This is entirely at the management's discretion in consultation with parents and supporting professionals where appropriate.

- Other pre-school admissions may be considered at the discretion of the management committee and lead practitioner
- A place at Riverside Pre-school CIO does not entitle a child to a place at Bitterne Park Primary School
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn
- Places will not be held open, within an academic year, for a child not yet old enough to attend pre-school, or until the term after their third birthday, regardless of their position on the waiting list

This policy was adopted at a committee meeting of Riverside Pre-school CIO

Held on: Jan 2023

Date to be reviewed: Jan 2024

Signed on behalf of the trustees of the charity:

Full name: Rachel McNicol

Position: Chairperson

Signature:  **Date:** 17/01/23