



Admissions Policy

It is our intention to make our pre-school genuinely accessible to the children and families from all sections of the local community. In order to accomplish this we will:

- Ensure that the existence of the pre-school is known in the local community e.g. by use of signs and notices displayed inside and outside the premises, listings on Bromley Borough website, information on Cornerstone Christian Centre website, information available through the local baby & toddler group etc.
- Ensure that information about our setting is accessible, using simple plain English, in written and spoken form.
- Offer funded places in accordance with the Code of Practice for Bromley and any local conditions in place at the time.
- Arrange our waiting list so that the following criteria are taken into account when deciding priorities in offering places at Ready Steady Go!
 - ❖ Date of birth
 - ❖ Any special needs or circumstances
 - ❖ Siblings already attending the group
 - ❖ Position on the waiting list
 - ❖ Age distribution of children within the group
 - ❖ Any reasonable adjustments that may need to be made by the setting to meet the individual needs of the child.

N.B. Current part timers who wish to increase or change sessions are usually given priority over children on the waiting list.

We operate a free waiting list & parents are encouraged to book early for places.

- Describe the pre-school and its practices in terms which make it clear that we welcome both fathers and mothers, other relations and carers, including childminders.
- Operate in a way that encourages positive regard for and understanding of difference and ability / disability- whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.

- Be aware of and monitor the gender, ethnic background & needs of children joining the group to ensure that no accidental discrimination is taking place.
- Be aware of any additional needs of the children joining the group to ensure that their needs can be effectively and reasonably met in a mainstream context.
- Be flexible about attendance patterns, where reasonable, so as to accommodate the needs of individual children and families.
- Seek to accommodate emergency admissions, where reasonable.

Prior to a child attending Ready Steady Go!, parents must:

- give a copy of the child's birth certificate,
- sign a copy of the Parent Contract – stating the hours your child attends. *(This is an agreement to allow us to claim the government funded place).*
- sign the terms and conditions on our setting's admission/ registration form. *(This form provides the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.)*

Providing government funded places – 2 year old funding, Universal 15 hours and Extended entitlement (30 hours)

- All funded sessions are in line with the Government's Statutory Guidance and Local Authority requirements. When you register your child for their funded place we will discuss your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes. We will try to accommodate hours needed or if changes to hours are needed but this should be booked in advance. Please note admissions for the free nursery education we have a termly intake.
- At least four weeks' notice (or payment of full fees in lieu) is required if your child is leaving Ready Steady Go!. Half a term's notice is required if you wish to reduce the number of sessions / hours your child attends.

In accordance with government funding criteria we have a free offer for eligible 2, 3 and 4 year olds.

Our free offer is for Monday to Friday mornings from 9.15am to 12.15 pm over 36 weeks of the year.

Please note that our session times extend to 12.30pm and there is an additional charge for this.

We do not charge a deposit to secure a free place but we do charge a non-refundable registration fee for children who will be accessing extra hours – this goes toward the cost of providing a home visit, taster session(s) and administration prior to their start date.

- 2 year Old funding –children may be eligible from the term after they turn 2 if they meet the criteria & parent(s) have made a successful funding application.
- Universal 15 hours – children are eligible from the term after they turn 3 until compulsory school age.
- Extended entitlement (30 hours) –from the term after eligible working parent(s) have made a successful funding application and the child turns 3 (providing they have supplied the code to the pre-school in the term prior to needing it, in order to give time for it to be validated.)

N.B. Since our setting is only open for morning sessions we are only able to offer the extended entitlement (30 hours) in partnership with other nurseries and childminders.

For more details on eligibility for government funding see:

<http://www.bromley.gov.uk/iam2>

http://www.bromley.gov.uk/info/20/help_with_childcare_costs/1006/free_early_education_places

<https://www.childcarechoices.gov.uk/>