



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 do the following:

WAITING LIST

- 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 our website <https://rsgpreschool.co.uk/> , information available through the local community.
- Accept applications to join the waiting list in a variety of ways. Prospective parents can apply via the website using an online application form, by contacting us in person, or by telephone or email.
- Ensure that information about our setting is accessible, using simple plain English, in written and spoken form.
- Offer funded places in accordance with the Statutory Guidance and any local conditions in place at the time.
- Operate a free waiting list & parents are encouraged to book early for places

ADMISSIONS

- 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.

INCLUSION & EQUALITY

- We 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.
- We 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.
- We collect information from parents in order to monitor the gender, ethnic background & needs of children joining the group to ensure that no accidental discrimination is taking place.
- We seek information from parents regarding any additional needs of the children joining the group to ensure that their needs can be effectively and reasonably met in a mainstream context.
- We seek to be flexible about attendance patterns, where reasonable, so as to accommodate the needs of individual children and families.
- We 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.

- There is no legal notice period but we appreciate parents giving as much written notice as possible if their child is leaving or wishes to change their hours. (Preferred notice period – at least 4weeks)

FREE OFFER & ADDITIONAL CHARGES

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

Eligibility:

- 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.)

Our free offer is for Monday to Friday mornings from 9.15am to 12.15 pm over 37 weeks of the year.

Please note that our session times extend to 12.30pm and there is an additional charge for this (applicable to 3 & 4 year old funded children.)

Funded places for 2, 3 and 4 year old funding			
	2 year old funding	3&4 Universal 15 Hours	30 hours
Free offer available Monday – Friday 37 weeks of year	9.15 am – 12.30 pm up to 5 mornings	9.15am – 12.15 pm up to 5 mornings	9.15 -12.15pm Please see explanation below
Charges			
Additional hours		£5 / session attended (15 minutes)	£5 / session attended (15 minutes)
Standard unfunded rate	£20	£20	£20

30 Hours -. Since our setting is only open for morning sessions, we can only offer the extended entitlement (30 hours) in partnership with another nursery or childminder.

REGISTRATION FEE

We do not charge a deposit to secure a free place but we do charge a non-refundable registration fee for children who not funded or who are accessing additional unfunded hours. This goes toward the cost of providing a home visit / virtual home visit, taster session(s) and administration prior to the child's start date.

For more details on eligibility for government funding see:

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

<https://www.bromley.gov.uk/info/20/childcare-costs>

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