

**Under Fives Roundabout
Admissions Policy
Policy No: 4.1**

Last reviewed: May 2010

To be reviewed by: May 2011

Responsible member of staff: Sam Capes

Responsible member of committee: Eileen Hori

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive Practice	2.1 Respecting each other	3.3. The learning environment 3.4 The wider context	

Statement of intent

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

Aim

We aim to ensure that all sections of our community have access to the Pre-school/Playgroup through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions policy:

1. We ensure that the existence of the Pre-School/Playgroup is widely advertised in places accessible to all sections of the community.
2. We ensure that information about our Pre-School/Playgroup is accessible - in written and spoken form - and, if possible and requested, in different languages.
3. We are sympathetic to the need for emergency admissions (referred via social worker or health visitor where appropriate) if we have space available
4. We describe our Pre-School/Playgroup and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
5. We describe our Pre-School/Playgroup and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
6. We describe our Pre-School/Playgroup and its practices in terms of how it enables children with disabilities to take part in the life of the Pre-School/Playgroup.
7. We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
8. We have designed our building to make it accessible to children and families with disabilities, and continue to review how we are meeting this aim, making adaptations where possible and reasonable
9. We make our equal opportunities policy widely known.
10. We consult with families about the opening times of the Pre-School/Playgroup.
11. We are flexible about attendance patterns to accommodate the needs of individual children and families.

Playgroup Admissions

1. Children can begin our Playgroup from 2 years 9 months; in general children with birthdays in the autumn term start in September, those with Spring term birthdays begin from January and those with Summer term birthdays from after Easter. In order to 'stagger' intake, children may be offered a start date as soon as they have turned 2 years 9 months.
2. We arrange our waiting list on a "time on list" basis, within each intake period (school term).
3. In addition our policy may take into account the following:

- particular circumstances affecting the family
 - referrals from outside agencies
 - previous attendance at Under Fives Roundabout Toddler Group;
 - siblings at Under Fives Roundabout Toddler Group;
 - siblings previously or already attending the Pre-School/Playgroup;
 - the balance of the group as a whole; and
 - the vicinity of the home to the Playgroup.
4. Children attend for a minimum of 2 sessions, which can mean on two days or a morning and afternoon on one day. Children already attending the Playgroup have priority for an extra session over the waiting list. Once all children have been offered an extra session, spaces will be allocated to waiting list children. While a playgroup child may be eligible for 15 hours where space allows, from experience we recommend that children start on two or three days, taking into account how tired they may be.
 5. In general and subject to demand, we start the academic year in playgroup in September on less than 5 mornings. We will add extra mornings, lunch club, and afternoon sessions or run a mixed age afternoon session if there is sufficient demand. Where there is no availability in playgroup but space in preschool, children over three may be offered spaces in the preschool. Children in the year before school have priority.
 6. Unfortunately we cannot hold spaces for children with birthdays later in the year and we need to have ten children in a session to make the group financially viable. However, not gaining a place in playgroup does not affect the child's place on the list for preschool, which is decided by date of registration.
 7. These procedures are subject to review and parents will be informed of significant adjustments.

Pre-School Admissions

1. Children join our Pre-School Group in their pre school year (beginning in the September before they turn 4).
2. For the Pre-School we arrange our waiting list on a time on list basis, within each school year.
3. In addition our policy may take into account the following:
 - particular circumstances affecting the family
 - referrals from outside agencies
 - previous attendance at Under Fives Roundabout Playgroup and/or Toddler Group;
 - siblings at Under Fives Roundabout Toddler Group/Playgroup;
 - siblings previously or already attending the Pre-School/Playgroup;
 - the balance of the group as a whole; and
 - the vicinity of the home to the Pre-School.
4. Children start with a minimum of 2 sessions a week.
5. Children already attending the Pre-School have priority for new sessions over the

- waiting list. Up to 15 nursery education funded hours are available if space allows.
6. Parents are asked to specify preferred days and hours (AM/PM) and give reasons if appropriate.
 7. Once all children on the waiting list have been offered 15 funded hours, we will consider offering additional hours at a specified cost per hour.

Lunch Club

1. Lunch club will run according to demand and is entirely optional. We reserve the right to cancel lunch club if there is not enough interest.
2. Lunch club follows a morning session or precedes an afternoon session.
2. Children should be 3 years old or older for preschool lunch club
3. Children should bring their own healthy packed lunch. Milk or water will be provided if required.
4. We provide guidance in our welcome pack regarding what is meant by a 'healthy' lunch

Notification

1.1 Parents may register their interest in a place at Roundabout at any time.

Information and registration forms are available from pre-school, playgroup or toddler group, on our website www.underfivesroundabout.org.uk, by email enquiries@underfivesroundabout.org.uk, or by phoning 309066. We aim to acknowledge receipt of the registering an interest form within two weeks.

1.2 Emails or letters to families, either offering places or advising families of their child's position on a waiting list, will be sent out according to the child's place on our list. As a guideline, letters will be sent out as follows:

- For places in the spring term, by the second week of November;
- For places in the summer term, by the second week of March;
- For places in the autumn term, by the second week of May.

1.3 Please note that Roundabout's priority is to provide Nursery Education Funded places. We reserve the right to change notification dates if necessary. There is no appeal process and the management's decision is final

1.4. Any offer requires a response from the family, either accepting or declining the place, by a deadline. Offers will be made by email where possible. If no response is received by the deadline, the administrator will attempt to make one phone call to the family. If no written response is received within 48 hours of the deadline, regardless of whether the administrator has managed to contact the family, the child's place on the

waiting list may be forfeit.

1.4 Any family applying after the deadlines above will be offered places according to availability. Extra hours (more than 15) will be offered once all children on the waiting list have been offered up to 15 hours. Families should contact the administrator for information.

Places in Playgroup and Preschool and Waiting Lists

- Please note that late application to playgroup when there is a space may mean a child gains a place in playgroup but is not guaranteed a place in preschool. Vice versa, children on the waiting list who have, for example, summer birthdays and for whom there is no space in playgroup when they are eligible (old enough) to start may be offered their choice of hours in preschool before current playgroup children.
- We cannot hold spaces in playgroup (for example for a summer birthday). We do not allow families to pay to hold spaces in playgroup because this discriminates against those who cannot pay. Not getting a place in playgroup due to having a later birthday does not affect preschool entry, which is based on date of registration and not date of birth except in that the children are in their year before school.
- We will not discuss another family's registration with other families.
- Where there is strong demand for pre-school places in a particular year and this is linked to birth rate statistics shared with us by the County Council, we may expand funded pre-school places by using, for example, afternoons in the playgroup room. Vice versa, in a year with low demand, playgroup-aged children may be able to join in pre-school if there are places. Hence there will be more or less playgroup places available depending on the year. This situation is reviewed on a year by year basis by the committee in consultation with staff.
- The management and administrator make every effort to be fair and to accommodate as many children and their families' wishes and needs as possible and to inform them of decision promptly. Even so, it is not possible to satisfy everyone. In all cases, the management's decision is final.

School Admission

Please note that Under Fives Roundabout is an independent community pre-school and a member of the Pre-school Learning Alliance. We are cooperating with Mayfield Primary School but are not a part of the school. Admission to Roundabout does not in any way increase a child's chances of admission to Mayfield Primary School, which has its own admissions policy. All parents/carers need to complete a separate application by early December in their child's pre-school year for a school place; the application form can be obtained from the Mayfield school office or via <http://www.cambridgeshire.gov.uk/education/parents/admission>

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