



For the benefit of this policy Laura Green Trust – which is the governing body of Greenshoots Pre-school and Wraparound care is hereafter referred to as Greenshoots.

Admissions Policy

Statement of Intent

It is our intention to make Greenshoots accessible to children and families from all sections of the local community.

Aim

To ensure that all sections of our community have access to the Greenshoots, through open, fair and clearly communicated procedures. In order to achieve this aim, we adopt the following methods and operate the following procedure:

Methods

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

- We ensure that the existence of Greenshoots is widely advertised in places accessible to all sections of the community including on our website, Facebook page and through open days and at local events.
- We ensure that information about Greenshoots is accessible in written and spoken form. Where necessary, we will try to provide information in different languages, in Braille or through signing or an interpreter.
- We describe Greenshoots and its practices in terms which make it clear that all carers, whether fathers, mothers, other relations/carers or childminders are welcome.
- We describe Greenshoots 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.
- We describe Greenshoots and its practices in terms of how it enables children with or without disabilities to take part in the life of the setting.
- We have adopted a number of policies, including our Equal Opportunities policy. All policies are made widely known and are readily accessible.
- We will consult with families, when appropriate, to ensure the Greenshoots continues to meet the changing needs of the local community and avoids excluding anyone.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

Procedure

1. Any child seeking a placement at Greenshoots is eligible to start in the term after they turn 2 years old if entitled to ME2 funding. If accessing non-funded sessions from 2 years old

then the child can start immediately providing there is space. Greenshoots is open to every family in the community.

2. Greenshoots accepts children with 30 hours funding pending confirmation of eligibility.
3. We operate a waiting list, structured in date of birth order, and we take into account the following –
 - Siblings already attending the pre-school.
 - Length of time on the waiting list - i.e. first come first served basis
 - Whether the child is attending another pre-school
4. Once a child has been accepted at the Greenshoots, the parent/carer will be notified of the start date and a Registration Pack will be issued.
5. Prior to attending Greenshoots each child must provide a completed set of Registration Forms, signed and dated by the parent/carer.
6. As part of the registration process parents/carers will be asked to sign an agreement in relation to potty/toilet training which sets out how Greenshoots staff will work with parents/carers to support children. **Registration packs are now completed online.**
7. Greenshoots is committed to the development and welfare of all children who attend to ensure they meet their full potential. Staff will work with all parents/carers to ensure the needs of all children are met.
8. Any parent/carer wishing to increase their child's sessions must provide at least two weeks' notice. This should be made in writing to the Manager, who will accommodate this request wherever possible.
9. Any parent/carer wishing to terminate their child's placement or reduce their child's session(s) or clubs must provide at least one month's notice. If the required notice period is not provided the parent/carer will be charged any fees in lieu of notice for that period.
10. Whenever possible (and if financially viable) a place will be kept vacant to accommodate an emergency admission.
11. Invoices for Greenshoots are issued during the second week of each half term with full payment being due within 14 days. If a parent/carer has any problems with paying the invoice or wishes to discuss an alternative payment arrangement (e.g. payment weekly) then this should be discussed with the Managers or the Administrator as soon as possible after the invoice has been issued. Where invoices are not paid within the 14 days stated then a letter with a further deadline will be issued and the Manager will speak to the parent/carer. If after 1 month the invoice is still outstanding a second letter will be sent by the Administrator to follow up the invoice along with an additional invoice of £5 to cover administrative costs. If the invoice remains unpaid after this time then further action will be taken, including the possibility of the child being reduced to the free entitlement only where possible. The Trust reserves the right to suspend attendance of the sessions or clubs until payment is received.

12. Parents/carers are encouraged to visit for a 'Taster session' with their child shortly before admission is due, and be prepared to stay with their child if necessary for the first session or two. We operate a flexible admissions procedure, and where appropriate a child may attend for brief periods at first, gradually building up to full sessions within two weeks of admission date. Some parents may prefer to hand their child over and leave straight away. If you leave and your child becomes very distressed we would ring you and ask you to come back and review the way they are settled in. **Please see settling in policy to refer to taster sessions.**
13. We try to be flexible about attendance patterns and wherever possible accommodate the needs of individual children and families. The early education funding parent declaration terms and conditions states that 'I understand that in signing this form, I am responsible for ensuring my child uses the number of hours indicated to the provider on a regular basis and if my child does not attend on a regular basis then the allocated hours may be withdrawn.' Therefore if your child has not attended half of their sessions in any half term period they will lose their pre-school place unless there is a valid reason (e.g. letter from doctor in the case of serious illness). If your child has not attended pre-school for three weeks without any explanation we reserve the right to offer their sessions to another child after contacting you and discussing the situation.

This policy was adopted on : _____

Signed on behalf of Laira Green Trust - Greenshoots Pre-school and Wraparound Care –

Chairperson, Laira Green Trust:

Greenshoots Manager (Strategy and Support):

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