



Admissions Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,
Lacey Green, Princes Risborough HP27 0PL
Registered charity no: 1026976

Version Control

Version	Date	Author	Comments
1.3	28.10.2018	RM / LC	• Reflects extended opening and extended funding entitlement
1.4	24.04.2019	RM / NK	• Updated job titles
1.5	13.05.2019	LC/RM	• Reflects changes to first point of contact
1.6	17.05.2020	TW / RM	• Full annual policy review. Added that two year olds may initially join for more than two mornings at PM discretion. Removed limit on number claiming 30 hours, to encourage more applicants

Reviews and Approvals

Policy adopted :	29 September 2010 by Windmill Under 5s Management Committee	
It was last updated:	17 May 2020	
It will be reviewed:	Spring Term (May) 2021	
Signed & dated:	Natasha Kann	Natasha Kann – Chairperson on behalf of the Management Committee

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Information and Records

31. Admissions

Policy Statement

It is Windmills' intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our preschool is advertised in places accessible to all sections of the community.
- We ensure that information about our preschool is accessible, in written and spoken form in English. Where necessary, we will try to provide information in different languages and in other formats.
- Children are accepted from the age of 2 years for no less than 2 sessions per week.
- Places for 2 year olds are subject to availability – we strongly recommend that an application form is completed and returned to our Preschool Manager as soon as possible.
- When children aged 2 years old are eligible to start at Windmills, they will initially be offered two morning sessions (9-12noon) a week, with the opportunity to increase attendance subject to availability. If longer hours are required, parents/carers should discuss with the Preschool Manager. We reserve the right to reduce the hours after one month if we feel longer hours are not in the child's best interests.
- We accept children in receipt of 2 year old funding subject to availability of places. Funding starts the term after the child turns 2 years of age.
- We offer the 15hrs universal funding to all children the term after their 3rd birthday and also offer up to 15 additional hours under the extended entitlement offer for eligible working families (subject to our opening hours). We will endeavour to offer each funded child the maximum number of hours requested/possible subject to availability.
- Parents/carers should speak to the Preschool Manager to register their interest at the earliest opportunity.
- Ad-hoc sessions may be available; the Preschool Manager will be able to advise on availability. Separate charges apply; please see our Fees Policy.

- We charge a Registration Deposit for each new application, which is fully refunded within six weeks of the child starting at Windmills. If we are unable to offer the child a place two weeks prior to the child starting Windmills, this deposit will be refunded in full. Deposits will not be refunded if the place is not taken up on the date specified in the application, unless there are extenuating circumstances to be agreed with the Chairperson of the Management Committee. This allows Windmills to recover some of the cost incurred when a space is kept open for a child.
- We charge an Administration Fee for all new registrations where a child is not eligible for funding at the time of the application. This fee pays for the administration involved in arranging for a place and will only be refunded if a place is not available two weeks before the child is due to start. It will not be refunded if the child starts at Windmills as planned, the days offered are not suitable, or the child goes to another setting.
- Following the receipt by Windmills of an Application Form, Administration Fee and Registration Deposit the child will be placed on the waiting list in receipt order. The parent/carer will be sent a letter confirming safe receipt of the application. The parent/carer will then be contacted the term before the child is due to start and will be formally offered a place.
- The Administration Fee and Registration Deposit do not guarantee a child's place at Windmills – rather, they secure their position on the waiting list and confirmation will be made when they are able to start.
- We arrange our waiting list in order of length of time on the waiting list. When places become available, children already attending Windmills will be given the opportunity to increase the number of sessions they attend if they are on the waiting list. The remaining sessions will be offered on an individual basis to children wishing to attend Windmills. We will assess each child taking into account the amount of time the child has been on the waiting list, their vicinity to Windmills, the age of the child (priority will be given to funded children and also looked after children or those with involvement from other professional services, e.g. social care), whether siblings already attend preschool.
- Every effort will be made to accommodate children wherever possible, as quickly as possible.
- We endeavour to provide parents with the days of their choice, though this may not always be possible.
- We offer funded places in accordance with the Code of Practice for Buckinghamshire Council and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission as advised by Buckinghamshire Council.
- Windmills and its practices are welcoming and make it clear that parents, other relations and carers, including childminders, are all welcome.
- Windmills 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. We support children and/or parents with disabilities to take full part in all activities with our preschool.

- We make our Valuing Diversity, Promoting Inclusion and Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.
- We aim to be flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in Windmills that provides stability for all the children.