



**Ivington C of E  
Primary and  
Pre-school**

*Reaching together with the Fruit of the  
Spirit (Galatians 5:22-23)*

# **Pre-School Admissions Policy**

# Approval of the Governing Body

This document is a statement of the aims, principles, and strategies for:

## **Pre-School Admissions Policy**

At

### **Ivington C.E. (VA) Primary and Pre-school.**

It was revised during the:

**Summer Term 2024**

It has been agreed and is supported by the teaching staff and the governing body.

We aim to review this policy during the:

**Summer Term 2027**  
Or sooner if necessary.



## **Linking with our Vision – Reaching together with Love, Joy and Peace (Galatians 5:22-23)**

**To provide a caring, Christian ethos for the school, which inspires and excites a shared enthusiasm for life and learning.**

At Ivington CE Primary and Pre-school, through our strong Christian ethos and focus on nine important Christian values, we are committed to providing a deeply nourishing, spiritual, ambitious, and broad curriculum.

Our motto, 'Reaching together' underpins our belief in equality of opportunity for all, where we actively endeavour to promote understanding and appreciation of our diverse society and give each child a special place in the world where they feel valued, essential to our community and equipped with the necessary skills to make a positive contribution.

We perceive our role to be opening a 'Window on the World', through which our pupils are actively encouraged to develop respect for the beliefs and cultures which enrich their everyday lives and encourage others to do likewise.

We strive to eliminate inequality through our deep Christian ethos of respect and understanding of all groups in society, which ensures that everyone at Ivington will be treated fairly despite his or her creed, colour, disability, or gender.

More details are available in our Inclusion, Racial Equality and Equal Opportunities policies.

The health, safety, and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure, and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

# Admissions & Settling in Policy

## Statement of Intent

It is our intention to make our preschool accessible to children and families from all sections of the local community. We are committed to being as inclusive as possible regarding our admissions for our preschool. We also strive to be a provider of funded childcare without it impacting the quality of our provisions. This policy outlines our approach to preschool admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

## Legal Framework

This policy relates to sections 3.27 and 3.28 to 3.38 of the Early Years Foundation Stage.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/974907/EYFS framework - March 2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf)

## Aim

To ensure that Ivington Preschool is accessible to all sections of the community, through open, fair, and clearly communicated procedures. To promote smooth and stress-free transitions to the setting, ensuring both children and parents/carers are happy. We care for children between the ages of 2 and four years of age, and the numbers and ages of children admitted to the preschool comply with the legal space requirements set out in the Early Years Foundation Stage (*EYFS*). When considering admissions, we are mindful of staff: child ratios and the facilities available at the preschool. We are registered with Ofsted to provide up to 24 places at any one time. We do not require children to be toilet trained on admission.

## Accessibility

Ivington Preschool aims to ensure its services are accessible to all sections of the community as per the Equal Opportunities Policy. The setting will attempt to communicate its services in locations throughout the community, in more than one language as appropriate.

The preschool exists to provide resources, facilities, and expertise locally to meet the needs of people in the surrounding area.

The pre-school advertises through the Childcare Information Service, the local school and places accessible to the community.

The pre-school welcomes both fathers and mothers, other relations, and carers, including childminders.

We describe our pre-school 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.

Our manager takes responsibility for meeting with new families ensuring they have the correct literature regarding the Pre-school and collating information, including a waiting list.

### **Offering Places**

Where services are over-subscribed, as is often the case with Ivington Pre-school the following priority for admissions has been agreed:

1. Birth Order
2. On a first come first serve basis.
3. waiting list children will be given a place before existing additional places.

Places will always be confirmed by the setting manager by telephone/ email.

Government funding for early education can be used for hours within funded sessions, and the additional paid-for hours will be charged at the amount required.

◆ See fee's policy.

Fully funded sessions may be available for two, three and four-year old's, subject to eligibility and the availability of sessions and staffing arrangements. No additional charges will be made for those sessions, but attendance will be limited to specific hours, and charges will be incurred for any additional attendance. These sessions will have a half termly intake and will be allocated prior to the start of each half term, in line with the admission criteria above.

All funded sessions are now in line with the flexible arrangement as specified by the Government. 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.

Prior to a child attending our preschool, parents must complete and sign a contract and registration form. These forms provide the preschool 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.

### **Settling in**

Once a place has been offered each child is assigned an Early Years Educator as a key person. The manager will take responsibility for contacting families and arranging appropriate settling in sessions (stay & play). The first two of these

sessions allows for parents to stay with their child to allow their child an informal introduction to the preschool and for parents and key persons to have time to communicate about specific needs and personalities. An 'All About Me Book' is also completed in advance of attending Pre-school to ensure that staff are aware of all issues pertaining to the child.

Subsequent settling in sessions will be organised to meet the needs of the specific child, this process usually takes up to 2 weeks, but it is important that child, parent, and preschool are happy before a child attends their full sessions. Key workers keep records of children's progress during this period.

The settling process is viewed as an essential part of ensuring children have a positive time at preschool and we will be flexible in extending this period and offering families additional support.

### **Early Years Education Funding (EEF)**

Ivington Pre-School are in receipt of EEF for 3- and 4-year-olds. All 3- and 4-year-olds are entitled to the Universal 15 funded hours during term time, this is available from the term following your child's third birthday. You can take up to 570 hours free funded childcare within the hours of 8:30am - 3:30pm

Some families of 2-year-olds may be entitled to Early Education Funding for Two-Year-Olds (EEF), you must make the Pre-School aware of this when submitting an "Application to Join".

To access this funding, you need to complete a EEF form and show your child's birth certificate to the setting manager. These forms will be given upon registration with the setting.

### **30 Hour Funded**

The Pre-School is open 38 weeks of the year.

Each child's maximum free entitlement for both the 'Universal' and the 'Extended' offer will be the same, 570 hours per year universal hours and 570 extended hours, totalling 1140 hours.

You can take up to 1140 hours free funded childcare across the 38 weeks, within the hours of 8:30-3:30pm

[Free early education and childcare – Herefordshire Council](#)