

## Rainbow Pre-school

Rainbow Pre-school Spirit



### Admissions Policy

#### **Statement of Intent**

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

#### **Aim**

We aim to ensure that all sections of the community have access to our provision through an open, fair and clearly communicated processes.

#### **Method**

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

- Ensure that the existence of Rainbow Pre-school Southampton Ltd is widely known in all the local communities. We will place notices advertising the provision in places where all sections of the community can see them, i.e. libraries, supermarkets, health practices etc. We have our own Facebook, Instagram and Twitter pages.
- Describe Rainbow Pre-school and its practices in terms which make it clear that it welcomes families, parents, other relatives, carers, including childminders, and families and children from all cultural, ethnic, religious and social groups, with and without disabilities.
- We ensure that information about our setting is accessible, and where appropriate, we try to access information in different languages, and have access to interpreters should this be necessary. Where necessary we will try to provide information in Braille, through British Sign Language and by use of an interpreter where possible.
- We endeavour to make our Equality and Diversity Policy well known and welcome applications from children of families from all backgrounds. We are aware that some children have additional needs and consequently require additional support and in some cases 1:1 specialist care. In the best interests of the child, where a child needs additional support, or a possible need has been identified and a place from our waiting list is potentially available, we will advertise for a specialist 1:1 practitioner. If staff are required to enable us to fulfil our general ratios this will always take priority. If a suitable member of staff is found, we will apply to Southampton City Council for Early Years Sen Support (EYSS). If EYSS is agreed, we will attempt to find a suitable environment for the child at either our Rainbow 1 or 2 setting.

The amount of hours allocated to the child may be dependent on the EYSS provision from

Southampton City Council and the level of need of the child and availability. EYSS is subject to change and we will only be able to allocate up to the maximum amount of hours that the child has been awarded and that are financially viable for the business. In some cases, this may not be the full amount. Additional supporting evidence to support the application for funding may be required, e.g. 2 year progress check, Doctor reports, Paediatrician reports.

- If a child is identified as having possible additional needs during visits, either at pre-school or at home, or during their time at Rainbow Pre-school, we will endeavour to be honest with parents/carers, so that they can make the best childcare choice for their child. In all instances an allocation of place and continuation of provision will be dependent on the place being financially viable for the business and in the best interests of the child and of the other children at the setting.
- Monitor the gender and ethnic background of children joining our setting to ensure that no accidental discrimination is taking place.
- Be open to every family in the community. Families joining the setting will be made aware of, and have a copy of our Equality and Diversity Policy by email.
- Ensure that all staff at Rainbow Pre-school are aware of and respect differences in religion, race, cultures, linguistic backgrounds and abilities. All families are treated as individual in order that they may feel welcomed and valued within the setting.
- To accommodate the individual needs of families where financially viable.
- Make families aware of any changes to opening times.
- We work in partnership with parents and carers to ensure a consistently high standard of education and care for all the children.
- We currently admit no more than ¼ of the total number of children registered per session who are rising 3's at Rainbow Pre-school 1. Rainbow Pre-school 2 may accept additional 2 year olds (up to a maximum of 12 in total) but is dependent on staffing levels and the needs of the business.
- At Rainbow 1/2 we will have at least 4 places in each room available for children who are eligible for the 30 hour funding. If staffing allows and at management discretion this number may be increased. Places will be allocated by date of birth order and where they are deemed in the best interests of the child. These places are subject to availability and management discretion and we will strongly encourage parents to take all of their hours.
- We arrange our waiting list in date of birth order. In addition our policy may take into account Looked after Children and extenuating circumstances.
- We aim to keep a place vacant at the beginning of the Autumn Term, providing this is financially viable, to accommodate an emergency admission.
- We are happy to consider registering 2 year olds who are unfunded. During this time a registration fee will need to be paid before we can allocate a place.
- Rainbow Pre-school will endeavour to meet requirements of individual families as children are admitted to the setting.
- Ensure any other children who remain on the waiting list are contacted as and when a place becomes available. We will make at least 2 attempts to contact the parent/carer on the details we have been given after this time we will shred the application.
- We would like to raise parent's awareness to the fact that completing an application form does not automatically guarantee their child a place.
- If a child is absent for more than 1 week without explanation/contact from parents/carers, a letter will be sent out and if there is still no response in 5 days their place will be allocated to someone else. Any outstanding payments will be due and payments already made for those sessions will not be refunded.
- Non-funded children will be charged a minimum £20.00 non-refundable registration fee, depending on the amount of sessions they require, before a place can be confirmed. If a parent wishes their child to attend non-funded additional sessions. The management reserve the right to charge a deposit of £100.00. This will be refunded in the second term after all fees

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have been paid. If the final payment is not made or a child leaves, we reserve the right to keep the deposit in full.

### **Procedure on Acceptance of a Place**

Most children will start pre-school in the Autumn term, although occasionally a place may become available prior to that term. We will begin to allocate individual sessions from March onwards prior to your child starting in the following September.

Upon allocation of a pre-school place we will arrange mutually convenient dates for you and your child to visit, and join in with a pre-school session and ask you to bring the necessary completed paperwork, along with the child's birth certificate, with you.

After your visit we will ask whether or not you wish to take up the place at pre-school. If you wish to do so we will arrange a convenient date for a home visit.

### **Employee's children**

Rainbow Pre-school recognise that juggling childcare whilst at work can be difficult, so we offer a scheme where a dependent, whether an employee's own child, or child they care for, may have 50% off any childcare costs. This offer is only valid whilst the carer remains an employee with Rainbow Preschool Southampton Limited.

The care of the child remains our primary concern, this may mean that it is not suitable for the child be in the same playroom as the employee. This will be discussed during the settling period.

### **Home Visit**

Home visits will be carried out by two members of staff, where possible one of which will be the Key Person. We positively encourage home visits. These meetings will provide the opportunity to share your knowledge of your child with the pre-school. It is also a chance to voice any questions or concerns that you may have and complete any relevant paperwork prior to your child starting pre-school.

### **Cancellation of place before starting**

If you have accepted a place with us and wish to cancel you must give 2 weeks' notice. Failure to do this will incur a charge of £20.00 to cover costs that have already been incurred by the setting.

### **Funding**

15 hours funding is allocated to eligible 2 year olds the term after their 2<sup>nd</sup> birthday and to all three and four year olds the term after their 3<sup>rd</sup> birthday. The pre-school must be in receipt of any valid codes, paperwork and birth certificate before we are able to claim for your child.

Some 3 and 4 year olds are eligible for the 30 hours funding from the term after their 3<sup>rd</sup> birthday. The parent is responsible for obtaining and providing the pre-school with a valid code for checking. The government dictates the funding dates as follows; Autumn Term 1<sup>st</sup> September – 31<sup>st</sup> December, Spring Term 1<sup>st</sup> January – 31<sup>st</sup> March and Summer Term 1<sup>st</sup> April – 31<sup>st</sup> August. Parents must apply for their code before the end of the previous term to enable checking for the following term. E.g. a child wishing to attend in September must have their code before the 31<sup>st</sup> August. Late checking of codes will result in the 30 hours funding not being paid for that term, although the child will still be eligible for the 15 hours.

Parents/carers are responsible for on-going checks of their code. Invalid/Non-receipt of codes will result in the parent/carer being responsible for fees and possibly loss of place. If fees are not paid within 2 weeks we will automatically reduce your child's place to 15 funded hours.

This policy was adapted at a meeting held at Rainbow Pre-school in December 2019

Signed on behalf of Rainbow Pre-school

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