

## 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 by placing a banner outside our premises, Facebook page and our website, as well as word of mouth.
- 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 other formats or 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 our 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.
- We are always mindful of 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 are mindful of the amount of two year olds that we admit per session, as we need to adhere to strict staff ratios.
- At Rainbow we will have at least 4 places available for children who are eligible for the 30 hour funding. If staffing allows and at management discretion this number may be increased. Before allocation of 30 hours, the place will need to be deemed in the best interests of the child and financially viable for the setting. This will be at management discretion. Priority may be given to children taking their full allocation of hours. Children in receipt of a 30 hours code and wishing to use some of it, must take a minimum of 3 full days.
- Children claiming the 15 hours funding will be entitled to do mornings **or** afternoons, unless extenuating circumstances – in which case this will be done at management discretion and where financially viable for the business.
- The Government funding of 15 or 30 hours, where applicable, will be used to offset the cost of sessions first. We will offset the cost of lunch clubs and morning and afternoon clubs, only if there are hours left within your entitlement.
- We have a waiting list which we file in date in birth order.

- Where it is in the best interest of the child and of the business we will endeavour to allocate in date of birth order however priority may be given to children who will potentially be in attendance the following academic year.
- Places will only be offered where financially viable for the business.
- In addition our policy may take into account Looked after Children and extenuating circumstances.
- Where possible, we try 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 potential place becomes available for them. 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.
- Non-attendance may jeopardise your child's place and fees will be charged in accordance with our fees policy.
- Non-funded children will be charged a minimum £30.00 non-refundable registration fee, depending on the amount of sessions they require, before a place can be confirmed.

### **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, before this date.

After your visit we will discuss whether we feel that we can meet the needs of your child and if so, ask whether or not you wish to take up the place with us. If you wish to do so we will arrange a convenient date for a home visit.

**During periods of pandemic, restrictions on the above may apply.**

### **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

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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.

Please note due to the restriction in facilities it is not possible for employee's children to have lunch with the employee.

**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. There may be situations where it is not appropriate to carry out home visits i.e. during Pandemic restrictions (Covid-19) where this cannot happen, we will endeavour to reschedule the home visits when it is deemed safe to do so.

**During periods of pandemic, restrictions on the above may apply.**

**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 Sumer 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.

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 March 2022

Signed on behalf of Rainbow Pre-school:

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Policy review date: March 2023