

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Administration

4.1 Admissions

Policy Statement for St Joseph's Pre-school

It is our intention to make St Joseph's Pre-school accessible to children and families from all sections of the local community and we aim to enable this through open, fair and clearly communicated procedures.

It is confirmed that the numbers and ages of children admitted to St Joseph's Pre-school comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS)¹.

NB: *Attending St Joseph's Pre-school does not guarantee a place for your child at St Joseph's Catholic Primary School. Reception places are allocated by Gloucestershire County Council (GCC) and entry to the Primary School's Reception class must follow the GCC application process.*

Information and accessibility

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We endeavour to keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy² widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- The Committee recommends that children attend a minimum of two separate sessions per week. This minimum attendance enables us to support the child settling into the

¹ See EYFS paragraph 3.66 ('Indoor space requirements')

² Policy 1.13

setting and helps practitioners to get to know the child/ren. Days/times will be dependent on spaces available and staff to child ratios. For example:

- two morning sessions, ie. 9am to 12 noon and/or 9am to 1pm; or
- two afternoon sessions, ie. 12 noon to 3pm and/or 1pm to 3pm; or
- a combination of the above two (but not on the same day); or
- two full day sessions, ie. 9am to 3pm; or
- a combination of part and full sessions, ie. one morning/afternoon (as above) **and** one full day (9am to 3pm)

Please talk to the Lead Practitioner in the first instance.

- If you decide to change your child's attendance in the future, ie. increase or decrease hours, then in this case you need to give the Lead Practitioner 6 weeks' notice of the change, in writing.

Admission criteria

We take the following matters into account when prioritising and deciding on admissions:

- availability of places, taking into account the staff to child ratios, the age of the child and any registration requirements;
- children who have siblings who are already with us;
- the vicinity of the home to the setting;
- when the application is received (extra weight is given to those who have been on the waiting list longest);
- the setting's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements;
- a child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability;
- any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

In addition,

- we are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

Settling in sessions

At St Joseph's Pre-school we understand that each child is unique and their settling into a setting needs to be personal to them. For our September starters we hold a Teddy Bears Picnic/Stay and Play session on a September INSET day. If a child starts at another point in the academic year we follow the following process:

- *Initial taster session:* these take place from 9.30-11.00am. Parents are allowed to stay until they feel their child is settled then they are welcome to return to collect at 11am. This time in our schedule allows us to settle our children first and then allows your child to participate in free-flow and snack time.
- Following this, settling can take three directions:
 - start sessions from the planned date;
 - a second taster session with the same timings. However we ask that parents leave slightly earlier than initial taster session to allow longer for the child to be independent; and
 - a staggered transition into the setting. For example, sessions will last until 12 noon for a week or so before gradually increasing the time to 1pm and 3pm instead of starting full days immediately.

Providers eligible to offer government funded places for early years education

All settings registered to accept government funding must offer free places for 2 to 5 year olds in early learning sessions as specified by the local authority³. At St Joseph's Pre-school we currently provide free funded places available for children subject to availability.

We are registered to accept the following funding:

- 9 to 23 months old working parents funding;
- working parents 2 year old funding;
- disadvantaged 2 year old funding;
- 3 & 4 year old universal entitlement;
- 3 & 4 year old working parents funding.

We can also accept Disability Access Fund (DAF) and Early Years Pupil Premium, where a child is eligible.

Securing a place

Prior to a child attending St Joseph's Pre-school, parents/carers must complete all necessary paperwork⁴, and to secure the place, pay a reservation fee of £30 within 10 working days of confirmation of a place being offered for their child.

Your child's deposit will only be refunded where a child is receiving funding for all the hours they attend the setting between the hours of 9am and 3pm. If your child is in receipt of 15 hours funding but is attending 16+hours/week, the deposit will not be refunded. For more information see 4.10 Payment of Fees. However, please note that in the event of your child not taking up their offered place, then the reservation fee will be retained⁵.

Associated Policies and Procedures

- 1.13 Valuing diversity and promoting equality
- 4.9 Open Door policy
- 4.10 Payment of fees
- 4.10.3 Debt Recovery procedure

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	Sept 2014
2.0	L Hampshire	Reviewed and updated	Feb 2016
3.0	K Coupe	Reviewed, updated and version controlled	16 Jan 2020 Committee Meeting
4.0	K Coupe	Reviewed and updated • to clarify how the setting prioritises and decides on admissions; • inclusion of section entitled "associate policies and procedures" as per EY safeguarding audit section 175/157	26 Aug 2022 Committee Member (G Ind)
5.0	K Coupe	References to paragraphs in the Early Years Foundation Stage updated.	14/01/2024 Committee Member (G Ind)

³ Gloucestershire County Council – Local Provider Agreement

⁴ Enquiring parents/carers will receive a Parent Pack and Enrolment Form

⁵ See Policy 4.10 Payment of Fees

Version Number	Author	Purpose of Change	Date
6.0	K Coupe	Reviewed and update: <ul style="list-style-type: none"> • further clarification on what is meant by a minimum of 2 “separate” sessions (a) when registering your child with the Pre-school and also (b) when reducing your child’s attendance; • inclusion of reference to the Pre-school’s enrolment pack (zip file) and hyperlink to Pre-school section of website 	16 May 2024 Committee Member (J McFarling)
7.0	K Coupe	Updated to include a statement at the beginning of the policy that attendance at the Pre-school is no guarantee for a place at St Joseph’s Catholic Primary School	13 July 2025 Committee Meeting (L Finn-Powers)
8.0	K Coupe	Update to reflect changes in 4.10 Payment of Fees with regards to: <ul style="list-style-type: none"> • recommended minimum attendance; • government funding accepted; • reservation fee. 	13 Jan 2026 Chair (A Hitchings)
9.0	N Finn-Powers	Updated to include: <ul style="list-style-type: none"> • a “Settling In” section; • removal of reference to the Parent Information Pack 	4 March 2026 Committee Member (B Wheeler)