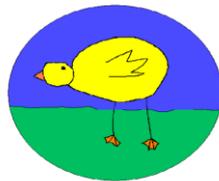


Clifton Moor Pre-School



Admissions Policy

Statement of intent

It is our intention to make Clifton Moor Pre-School accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to Clifton Moor Pre-School through open, fair and clearly communicated procedures.

Methods

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

- We ensure that the existence of Clifton Moor Pre-School is advertised in places accessible to all sections of the community.
- We ensure that information about Clifton Moor Pre-School is accessible - in written and spoken form - and, where required, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We arrange our waiting list in date of birth order.
- Each new starter is offered two sessions if available. Children can be filtered in during a term if sessions are available.
- We keep 2 vacant places to accommodate emergency admission.
- We describe Clifton Moor Pre-School and its practices in terms which make it clear that it welcomes mothers and fathers, other relations and carers, including child minders.
- We describe Clifton Moor 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.
- We describe Clifton Moor Pre-School and its practices in terms of how it enables children with disabilities to take part in Pre-School life.
- We record the gender and ethnic background of children joining the group to help ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- We make parents/carers aware of our opening times.

Clifton Moor Pre-School, Lakeside Primary School, Oakdale Road, Clifton Moor, York, YO30 4XH.

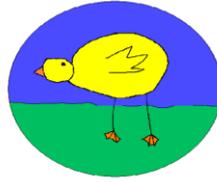
Ofsted Registration Number : EY414383

Company Number: 72666807 Charity Number: 1136705

www.cliftonmoorpreschool.co.uk

info@cliftonmoorpreschool.co.uk

Clifton Moor Pre-School



- We are flexible about attendance patterns to accommodate the needs of individual children and families, where possible a session can be changed, but only after all other allocations have been made.
- Fees are payable half termly in advance or on the first session attended, failure in payment may result in your child losing their place. Cheques are made payable to Clifton Moor pre-School. In special cases and with the agreement of the manager other ways of payment can be arranged. If the bank returns a cheque, payment will be asked for in cash thereafter and any bank charges will be passed on to the parent/carer.
- Due to the limited number of places available and the high demand, the Pre-School does not offer refunds for a child non-attendance at any session.
- If your child is absent for 2 weeks in a row contact will be made with the parent/carer to see if the child still requires the place. If you decline the place no refund will be made. We do this due to high demand and a large waiting list.
- Parents/carers of children who are eligible for grant payment will be asked to fill in forms at the start of each new term.
- If a grant child is offered extra sessions during a term they will have to pay for that session, if it is past the cut off date for claiming grant fees.

This policy was adopted at a meeting of Clifton Moor Pre-School

Held on (date) 05.09.2012

Signed on behalf of the Pre-School

Reviewed on (date) 25.09.2013

Signed

Reviewed on (date) 09.09.2014

Signed

Reviewed on 16.09.2015

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