



Admission Policy and Procedures



Policy statement

It is our intention to make **Little Jesters** accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to **Little Jesters** through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of **Little Jesters** is widely advertised in places accessible to all sections of the community.
- We ensure that information about **Little Jesters** 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.
- Children can be admitted to **Little Jesters** from the age of 2 years and 9 months up to when they are eligible to start main stream school. It is recognised that the majority of children will start at the beginning of the term following their third birthday to take advantage of the Governments free 15 hour childcare voucher scheme. Any child who attends beyond their 15 hour entitlement (or who starts **Little Jesters** prior to receiving their entitled 15 hours child care vouchers) will be invoiced accordingly. (Please see booking form and current pricing).
- Attendance may be on a part time basis, mornings or afternoons or full day care 9am to 3pm. There is also on offer the opportunity to attend Breakfast Club and After School Club at the current rates advertised. There is opportunity for each child to stay for lunch which can be purchased from the onsite kitchen facilities or a packed lunch may be provided by the Parent/Carer.
- **Little Jesters** operates during Term time in line with Berkeley Primary School term dates. However additional child care is offered by the Holiday Club in holidays should Parents/Carers wish to use the facility.

Registering

- Children are able to start at **Little Jesters** at any time during the school year providing there are spaces available.
- A registration form should be completed by parents and submitted to the school office by at least the half term which precedes the term when the child will be three years old, unless it is a paid place.
- Applications received will be allocated a place on a first come first served basis, using the criteria below if **Little Jesters** is oversubscribed.
- The school office will keep an application list of pupils seeking admission. Inclusion of a child's name on the list does not constitute a promise of a place.
- If demand is very high, applicants may be unsuccessful and they will be informed of this in the term before their child would have entered Little Jesters. They will then have the option of being placed on a waiting list.

Oversubscription

In the first instance **Little Jesters** will look to satisfy places utilising the child's 'free' entitlement. Where there are more applications than available places, the following criteria will be used to decide which children are offered a place:

1. "Looked after" children (as defined in the Education Act 2002 – Admissions)
2. Those children who will have a sibling attending this setting at the time of the applicant's proposed admission (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit)
3. Those children who live in the catchment area of the school.
4. Children who live nearest to the school calculated in a direct straight line from the child's permanent place of residence to the school.

If there are more applicants than can be accommodated at a school in criteria 1 to 3, places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in criterion 4.

- Any child who attends additional settings to Little Jesters must notify the Little Jesters leader.
- Since places in **Little Jesters** are limited, Parents/Carers are advised that a poor record of attendance without good cause may, after discussion with the Parent/Carers, lead to their child's place being given to someone else.

Additional information

- Parents/Carers will be asked to bring their child for a visit to **Little Jesters** prior to the child starting, to meet staff and familiarise themselves with their new surroundings. Parents/Carers are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.
- The adult who accompanies the child will need to ensure that they register the child at the beginning of each session – and make their presence known to staff when they collect a child. (Please see the 'Uncollected child policy' alongside this policy)
- Parents/Carers are asked to provide two emergency contact numbers when the child is registered. It is the Parent/Carers responsibility to ensure that they are kept up to date and current.
- If any child is unwell and not able to attend Little Jesters then the Parent/Carer must contact the **Little Jesters** following the 'Sick Child Policy'
- A snack of fresh fruit is currently provided by the Free Fruit for Schools scheme.
- Free milk is provided by the Cool Milk for Schools scheme.
- If any child has a medical condition which prevents them from having specific foods then it is the Parent/Carer's responsibility to inform the **Little Jesters** staff and note it on the child's medical form when the child is registered. It is the Parent/Carers responsibility to ensure that the **Little Jesters** staff are kept up to date and current.
- Admission to the **Little Jesters** does not constitute a promise of a place in the Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area.

A **Little Jesters** Hand book will be given to each family when the child takes up their confirmed sessions. This will have all the additional policies and information that will support a secure and positive time at the setting.

All documentation is available from the main school office including booking forms for before and after school club, Holiday Club.

This Little Jesters Admission Policy will be available for Parents/Carers and has been endorsed by the Governing Body of the school, who will review it annually.

Reviewed Spring Term 2015

To be reviewed Spring Term 2016