



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.

- 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.
- We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence to speak English.
- 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.

Registering

- A pre-registration form should be completed by parents and submitted to the school office to allow your child to be added to the waiting list. Inclusion of a child's name on the list does not constitute a promise of a place.
- Applications received will be allocated according to the following process
 - For Pre-school children (this refers to children who will be 4 within the academic year September to August)
 - These places will be allocated based on pre-registration date
 - Initially you will be offered between 12-15 hours to ensure we can accommodate as many children as possible
 - If **Little Jesters** is oversubscribed places will be allocated using the criteria below.
 - If there are additional hours available after this allocation, you will be offered these in order of registration
 - This process will commence March the year prior to admission and be completed by end of May
 - Ideally all children to commence from the start of the academic year.

- For Younger children (this refers to children who are 2yr 9months – 3yrs)
 - These spaces will be allocated based on date of birth
 - The number of places available will be dependent on the number of pre-schoolers in the setting
 - Children will commence their place from after autumn half term or spring term. Exceptions may be made for start dates outside of these at the discretion of the manager.
 - Younger children must attend the setting for a minimum of 2 sessions per week (5hours) as anything less than this we find is detrimental to forming relationships with the setting
 - We are unable to keep places open to those children who have spring or summer birthdays. However, they are given priority should a place become available and usually can have sessions of their choice in the following autumn term.

Allocation Process

This process commences in March for the following academic year.

- You will receive an email from us to confirm your requirements are still as per your pre-registration form
- Once all responses are collated you will receive an email offering a place, stating the start date and the days that you can be accommodated (these may not always be what your requirements stated) and what funded hour place you have been allocated
- You MUST respond to this email in the stated timeframe to confirm you would like to take up the place and are aware that you are liable for the charges for these agreed sessions
- When we hear back from you within this timeframe the place is secured, at this point. If we do not hear from you, we will attempt to contact you, however the place will be offered to the next person on the waiting list.

Oversubscription

In the first instance **Little Jesters** will look to satisfy places utilising the child's 'free' entitlement ('Free' 15 hour entitlements are considered before applications for an additional 15 hours utilising the 30 hour funding). 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. Preschool aged children (Academic year before your child is eligible to start school)
3. 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)
4. Those children who live in the catchment area of the school.
5. 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 4, places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in criterion 5.

- 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 or failure to pay within terms without good cause may, after discussion with the Parent/Carers, lead to their child's place being given to someone else.
- You must give four weeks written notification for any reduction in hours or leaving the setting. You are liable for payment of this place until that date.

Additional information

- To support the local community, we have a limited number of 30 hour funded places available these will be allocated to children who are attending the setting for between 24-30hours based on date of pre-registration.
- 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 and a form of carbohydrate is provided.
- 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** Handbook 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.

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 Autumn 2019

To be reviewed Autumn Term 2020