



## St Peter's Pre-School Policies and Procedures

Nov 2018

### 2. Admissions & Attendance Policy

It is our intention to make St Peter's Pre-School genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of the pre-school is widely known in the local community. We will place leaflets advertising the pre-school in places where all sections of the community can see them.
- Arrange our waiting list in order of a first come first serve basis.
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
- Describe the pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including child-minders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Make our equal opportunities policy available for scrutiny.

We aim to encourage families to attend regularly and punctually, it's our belief that children learn best by consistent care for which attendance plays an important role. We will be flexible about attendance patterns so as to accommodate the needs of individual children and families when necessary. Attendance records will be kept and records passed on to future settings or professional third parties if requested. If there's a period of un-reported absence a courtesy call will be made by the supervisor to establish a reason, if further un-reported absences continue it will be reported to the chairperson for further investigation.

- Continue to consult local parents by means of an occasional questionnaire, to ensure that the group goes on meeting the changing needs of the community.
- Ask potential new parents what sessions they would prefer their child to attend when applying for a space at St. Peter's pre-school. We will endeavour to allocate preferred session days *however* this cannot be guaranteed. Older children already in attendance and who are in their last term of the academic year before starting school will be given priority with regard to



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increasing their sessions. Afternoon sessions are allocated to 3 and 4 year olds only; 2 year olds may attend morning sessions until the time they turn 3.

- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn. A fee of £25 will be charged if a place is reserved and accepted but then not taken.
- Lateness is monitored. You will be asked to remain outside if registration has started. When all children present have been counted you will then be able to drop your child off with a late mark. If 3 lateness marks are recorded within a half term, a fee of £15 will be charged. The Parent Rep will send out termly email reminders of this.

This policy was adopted at a meeting of the Pre-school held on ..... (Date)

Signed on behalf of the pre-school: ..... (Chairperson)