

It is our intention to make our 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 all local communities. We advertise in more than one language if appropriate.

Our admissions criteria are as follows. Priority is given on the following points:

- Children resident within the catchment area of Barton-le-Clay, Sharpenhoe and Streatley
- Looked after children in the case of local council or resident within the catchment area
- Children of staff
- Families with siblings already attending Pre-School
- Funded children over the age of 3 will be admitted before younger, unfunded children
- Two year old Funded children

In order to achieve a fair approach based on fulfilling our obligation to provide equality of access we follow the following principles:

- We take children from 2 years 9 months (unfunded)\*
- We arrange our waiting list in order of date of birth and a note is made of the date that the child is entered onto the list\*\*
- From April 2013, due to current oversubscription, no child will be offered over their allowance of 15 hrs per week except in exceptional circumstances\*\*\*
- We will keep a place vacant, **if this is financially viable**, in order to accommodate emergency admissions
- Due to previous oversubscription children outside our catchment area of Barton-le-Clay, Sharpenhoe and Streatley will only be admitted AFTER all catchment area children have received their place

To further provide equality of access, we also:

- 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 childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities
- We do accept children who are in nappies\*\*\*\*
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place
- Consult with families about the opening times of the Pre-School to avoid excluding anyone
- Be flexible about attendance patterns so as to accommodate the needs of individual children and families
- We make our Equal Opportunities policy well known

Reviewed and updated 12<sup>th</sup> August 2015



**Reflecting on Quality**

*committed to improvement*

Barton-le-Clay Pre-School, Our space, Manor Road, Barton-le-Clay, Bedfordshire, MK45 4NS, Tel: 01582 883 238

Web: [www.bartonpreschool.org](http://www.bartonpreschool.org), Email: [bartonpreschool@aol.com](mailto:bartonpreschool@aol.com)



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**Funding for places is allocated at the beginning of each Term. Parents/carers should be aware that should they request further sessions mid term they will have to pay for these sessions until we are able to claim for them.**

**Attendance at our Pre-School does not guarantee entry to Ramsey Manor Lower School, all school admissions are controlled by Central Bedfordshire Council.**

\* The term after the child's 3<sup>rd</sup> birthday they become government funded and therefore entitled to a certain amount of hours per week, they may claim these hours in sessions to suit their needs and may choose to share these sessions with a maximum of two childcare providers. Funded children receive 15 hours a week. UNTIL THIS TIME, THERE WILL BE A CHARGE.

\*\*The date that the child is entered onto the list will only be a contributory factor in determining admissions if we get to a stage where we are oversubscribed. If this is the case then the children who have been on the list the longest will be given priority.

\*\*\* In order to accommodate as many families as possible we will only offer hours above a child's legal entitlement if there is sufficient space after accommodating children from the waiting list. These extra sessions will have to be invoiced at the unfunded children's rate.

\*\*\*\* Our Nappy changing procedure is as follows:

- All children are guaranteed privacy as it is our policy to carry out changing in the toilets
- Depending on the size and age of the child a changing mat may be used and is available
- Staff members are required to wear rubber gloves and aprons
- All soiled items are disposed of appropriately
- Should the child be capable of changing themselves they will be encouraged to do so whilst being supervised. Soiled garments will be placed in a polythene bag and returned to the parent. Alternative garments are available for the children
- Hands are washed thoroughly

Signed:   
Charlie Wardle – Manager

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