

Swanwick Pre School Admissions Policy

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

Pre-School is advertised in places accessible to all sections of the community, in written and spoken form.

Our waiting list is in birth order, in addition to this we take into account:

- The vicinity of the home to the setting
- Siblings already attending Pre School
- We then allocate spare places to children out of area

We welcome individuals regardless of their gender, special educational needs, disabilities, lifestyle, religion, ethnicity or competence in spoken English.

Pre-School offers sessional care; we are flexible about the attendance patterns to accommodate the needs of individual children and families.

Children with DCC entitlement will take preference over paying allocations, with funded 2 year olds having priority. In line with the government proposal, the universal 15 hours will take preference over the additional 15 hours of funding; some working parents may be entitled to. Children will be offered where possible 5 sessions per week from the September before they leave for school.

Our hours are: mornings 9.00am – 12.00pm, afternoons 12.40pm – 3.40pm

We offer an optional lunchtime session for older children on Tuesdays and Thursdays at a cost of £3.75 per child per day.

If a funded child leaves Pre School before headcount day, parents must pay any sessions already completed (approximately 2 weeks)

Parents of non-funded children must sign a contract of agreement stating that they must give 2 weeks notice if they wish to stop sessions and sessions within this notice period must be paid for.