



# Young Discoverers Pre-school

South Hill Early Years Centre, Cemetery Hill, Hemel Hempstead,  
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*A community project on behalf of South Hill Centre  
the charity wing of South Hill Church,  
for two and a half year olds to school entry.*



## Organisation

### 4.1 Admissions

#### Policy Statement

- At Young Discoverers we aim to make our setting accessible to children and their families from all sections of the local community. We advertise Young Discoverers through Hertfordshire County Council admissions systems, and our web site. We maintain close links with Children Centres in Hemel Hempstead and with organisations working with families of domestic abuse. We aim to make information about our setting accessible to all our parents explaining where necessary our policies and procedures and using 'buddies' to help those who have English as an additional language.
- Through our daily practices we make it clear that we welcome both, fathers, mothers, other relations and carers, including childminders and foster carers (policy 1.3 Children Looked After).
- Young Discoverers aims to treat each child and their family, as individuals and gives regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We enable and encourage children and/or parents with disabilities to take part in the life of the setting.

#### Procedures

- We are registered to take children from 2 to 5 years of age. In practice children are usually around 2 ½ when they start pre-school.
- We maintain a waiting list which is operated on the length of time the child has been on that waiting list within specific age bands:
  - Two year olds – a child who will remain 2 years of age across two academic years
  - Pre-schoolers – a child who will turn 3 within an academic year.
  - Nursery - a child who will turn 3 by 31 August for the start of the September term.
- Families who are eligible to receive the 2 Year old Early Education Funding are placed on our waiting list and spaces are allocated in the same way as fee paying places. **If you believe you are eligible for a free 15 hour a week place please speak to the Manager who will be able to assist you.**

- Young Discoverers keep five spaces available for children eligible for the 30 hours scheme for working parents. **If you believe you are eligible for a free 30 hour place please speak to the Manager who will be able to assist you.**
- We have a termly intake in September, January and April. Places are offered for the term after a child turns 2 years of age.
- We do not keep places open should parents wish to defer their child starting pre-school. We will, however, keep children on the waiting list should a place become available.
- Parents can choose their sessions flexibly to be taken as morning or afternoon sessions or a whole day session, dependent on availability.
- Lunch Club is allocated:
  - as part of the afternoon session for children eligible for the 2 year old and 3 & 4 year old Early Years Entitlement of 15 hours a week.
  - for children who stay all day
  - in exceptional circumstances at the discretion the Manager and dependent on availability.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Special consideration is given to families experiencing trauma and exceptional family circumstances eg Children staying in a refuge; Children Looked After; Families under the care of Social Services.
- A deposit will be charged of £25 fees on acceptance of the place. This will be deducted from your final pre-school invoice (Policy 4.5 Free Entitlement and Invoicing). Deposits are not charged to those receiving the 2 year old funding.
- We require parents/carers to give 4 weeks notice to terminate an allocated pre-school place (this does not include terminating a place at the end of a term to take early holidays). We do charge our regular fees for absences, sickness, holidays and days off during the term. Exceptional circumstances will be considered at the managers discretion
- We ask our joining families to provide information on their ethnic background and requirements for religious/dietary preference and observance. This helps us ensure that our provision represents and meets the requirements of our local community.
- We encourage all children to attend their allocated sessions regularly to ensure they receive the maximum benefit from their time with us. We do, however, acknowledge that children will from time to time benefit from the learning and experience of time spent with family members from all generations, trips out and holidays/festivals.

This policy was adopted by

Young Discoverers

On

9 January 2018 (date)

Signed

Name of signatory

Mrs Karen Keene

Role of signatory

Manager

