



Admissions Policy and Procedure

We aim to offer all families in the local community a fair chance of admission to one of our Allsorts settings.

Preschool Practice

- We will ensure that we regularly advertise our offering throughout the local area by advertising in public places, via social media and on our website.
- We shall make it clear within our written policies and welcome letter, that we welcome all families.
- We follow our equal opportunities policy.
- We will accept children who are still working towards toilet training and will help and support families to achieve this.
- Children may continue to attend up to the end of the term in which their 5th birthday falls although the majority of children will transfer to their reception class in the September following their 4th birthday.
- We recognise that children of differing ages have different needs and we will ensure their needs are being met. For example, allowing time and space for rest, more adult supervision, and activities suitable to their age and stage of development.
- Children with a special educational need will be dealt with exactly the same way as any other child whilst giving regard to the facilities, equipment and staffing needs that may be required. Admission may need to be delayed while appropriate actions are completed.

Out of School and Holiday Club

- For St Augustine's setting, children may attend up to the end of year 6, for children who attend St Augustine's Primary School. We accept external children up to their 10th birthday.
- At Allsorts Brackenbury we accept children up to the age of 6 years old.
- The out of school and holiday club may accept children from other schools although the setting is not able to offer collection from any other school.
- The setting will provide suitable activities and equipment for the ages of the children.
- Children will have a say in the activities, the equipment purchased and the rules to be followed.
- Children will be accepted as long as spaces are available, with no more than the registered number of children in any session (to include preschool ages).
- Children with any special educational needs will still be accepted through the normal admissions policy although regard may need to be given to facilities and staffing to enable full care of the child. Advice may be sought from parents, the child's school and outside agencies if appropriate.

Admission ages

Brackenbury

Baby room – 3 months – 2 years

Preschool – 2 years – 4 years

Holiday club – 6 months – up to the child's 6th birthday.

First Steps – 2 years – 3 years

St Augustines

Preschool – 2 years – 4 years

Out of school club – 4 years – 11 years

Holiday club – 4 years – 11 years (for St Augustine's Primary School children) 4 years – 10th birthday for external children.

WOEC – 3 years – 4 years

Children will be considered for moving between rooms/settings according to age and stage and their individual needs, but this will be planned for around their birthday when they reach the age they are due to move. These transitions will be timed to coincide with term starts or half term starts.

The room manager will discuss the needs of the child and the availability of sessions with the room manager of the setting/room they are due to move to, and then discuss with parents to plan the transition. Time will then be spent with staff taking the child for settling sessions in the run up to transition. The parents will also be invited in to meet with the staff in the new room/setting and introduce them to the setting also.

Reviewed September 2022