

Rainbow Pre-School & Extended Services



Rainbow Pre-School and Extended Services Admissions Policy – Pre-School

Policy Statement

Rainbow Pre-School and Extended Services aims to make enrolment to Pre-School genuinely accessible to the children and families from all sections of the local community.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The Wider Context	

We will achieve our policy statement by:

Registering an interest

Children are eligible to attend Pre-School from the day of their 2nd birthday. Parents are invited to complete Registering an Interest Form in advance of the date they would like their child to start, allowing us to record all of the necessary information. Details will be added in order of the date information is received.

Pre-School operates for 39 weeks of the year, Monday to Friday, school term time only. Sessions are as follows:

- 8.45am to 11.45am
- 12.15pm to 3.15pm
- 8.45am to 3.15pm

Rainbow Pre-School & Extended Services also operates a breakfast club, after school club and holiday club.

Allocation of places

Children can start attendance at any point during the academic year dependent on availability of spaces. September (at the beginning of the academic year) is the time that the most sessions are available. From May each year, we will contact all parents who have registered an interest by sending them a Sessions Request Form, to confirm the following:

- If a place is still required
- Number of sessions required and which days

Parents will be advised to return the Sessions Request Form by a specified date to Rainbow Pre-School & Extended Services. Failure to return the completed form by this date will result in the removal of your name from our Admissions Register as we will assume you no longer require a place.

Applicants will be offered places until the provision is full, in order of the date we receive the completed Sessions Request Form.

Parents who have successfully been allocated a place, will subsequently receive written confirmation informing them of the following:

- Allocated sessions
- Date and time of Induction visit
- Date and time of Settling in visit
- Start date

Parents of existing children will be sent a Sessions Request Form towards the end of each half term, with a specified date for return, allowing them to indicate if they wish to book additional sessions. Places will be allocated in order of the date we receive the completed forms. ***Please note: This procedure will only take place, if there are available sessions at the time.***

Please note, we are unable to ‘save’ sessions for future dates and encourage parents to consider how many sessions they want to book, in advance, to avoid disappointment later on in the academic year, when we may be full. As a not for profit organisation our aim is to provide affordable childcare for families in our local community.

30 hours funding

Rainbow Pre-School & Extended Services, accepts children who are eligible for 30 hours of funding, during pre-school hours only.

This policy was adopted by	Rainbow Pre-school & Extended Services
On	<hr/> 17 th July 2017
Date reviewed:	<hr/> 23 rd March 2018
	26 th April 2018
	15 th March 2019
	14 th March 2020
	23 rd March 2021
	1 st October 2021
	30 th September 2022
Signed on behalf of the provider	<hr/> J Khan

Name of signatory

Julia Khan

Role of signatory (e.g. chair, director or owner)

Director
