



HARLINGTON VILLAGE PRE-SCHOOL and WRAP AROUND CARE

Admissions Policy

Policy statement

It is our intention to make Harlington Village Pre-School (HVPS) and Wrap Around Care (WAC) accessible to children and families from all sections of the local community. HVPS and WAC aim to ensure that all sections of our community have access to pre-school and wrap around care services through open, fair and clearly communicated procedures. Children are able to begin their time at HVPS when they are 2 years and 9 months old, or earlier if they receive 2yr old funding. WAC is available for HVPS children in their final year before they start school up to children in year 4. We recommend children attend pre-school for at least two sessions because this helps children settle and adapt to our setting more successfully.

Principles

- We ensure that the existence of HVPS and WAC is widely advertised in places accessible to all sections of the community.
- We ensure that information about HVPS and WAC is accessible and provided in written form.
- We have separate HVPS and WAC information booklets in written and electronic form.
- We describe HVPS and WAC practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- The needs and background of children joining the setting is monitored on the registration form, to ensure that no accidental or unintentional discrimination is taking place and all needs are met.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the HVPS and WAC.
- We make our Valuing Diversity and Promoting Equality Policy widely known.

Eligibility

Children may attend HVPS from the age of 2 years 9 months. Younger children in receipt of 2 year old funding may attend earlier by prior arrangement.

Children who are in their final year before they start school are eligible to apply to attend any HVPS or WAC sessions, including lunch club. Younger children are eligible to apply to attend morning HVPS sessions only.

WAC is open to children who attend Harlington Lower School or who attend HVPS and are in their final year before school.

Funding

We accept receipt of 2 year old funding, 15 hours 3&4 year old funding and 30 hours 3&4 year old funding. All children are eligible for 3&4 year old funding from the term after they turn 3 until they go to school. Parents are responsible for checking their eligibility for 2 year old funding and 30 hours 3&4 year old funding; however, we will endeavour to provide any help and support necessary to assist parents in accessing this funding.

30 hours 3&4 year old funding may be used for HVPS, lunch club and WAC. All other funding may be used for HVPS and lunch club only. Sessions that are not covered by funding, either because a child is not yet eligible or because a child attends more hours than the funding covers, will be charged.

We will endeavour to meet session requests where possible; however, in line with our admissions policy, we may not be able to provide 30 hours care for all children and we only offer 15 hours of the 30 hours for children who are not yet in their final year before school. Parents may split their funding between providers.

HVPS

Session request forms are issued every May to the parents/guardians of those children who would like to attend HVPS in the following academic year. A deadline will be included on the session request forms and all applications received by the deadline will be considered first. We will endeavour to inform parents/guardians of the outcome of their request within 6 weeks.

We will endeavour to accommodate all requests for admission where possible. Our aim is that all eligible applicants will be awarded at least two sessions. In the event that some or all sessions are oversubscribed, we give priority to applicants according to the following criteria:

- a. Looked after children
- b. Children who are eligible for 2-year old funding
- c. Children who are resident in Harlington and have siblings in HVPS or Harlington Lower School (HLS)
- d. Children who are resident in Harlington
- e. Children who live outside Harlington but who have a family connection with the village (because a sibling attends HVPS or HLS or other relatives or carers live in Harlington)
- f. Children who live outside Harlington

All session requests from looked after children or children who are eligible for 2-year old funding will be allocated first (a and b above). To ensure that all applicants are awarded a place at HVPS where possible, we will first allocate four sessions per applicant according to the priority listed above (c through to f) for those children in the last year before they start school (three sessions per applicant for younger children). Other session requests will then be allocated according to the priority described in the list above (c through to f).

It is recognised that some applicants may wish to start mid-year, and that some applicants may wish to increase their number of sessions mid-year. These requests will be considered in the same way as requests to attend a full year, and places reserved accordingly. As part of the admissions process, we will hold back two spaces per session (one space for lunch club) for late or in-year applicants.

Parents/guardians will also be invited, via the session request form issued in May, to request WAC sessions for HVPS children who would be in their final year before school and these will be allocated in the same way as HVPS places. A maximum of four spaces per WAC session is initially available for HVPS children, with further places up to a maximum of eight, available should capacity remain.

We help children to settle with us by providing a pre-start visit where both parent/carer and child attend. This allows time to get to know staff and children, ask questions and complete paperwork.

WAC

The majority of places for WAC will be allocated on a first-come-first-served basis; however, priority will be given to looked after children.

Session requests for the following year will be invited in May for current users. Sessions will then be allocated on a first-come-first-served basis, with eight places per session held back for new users, in particular for those who may enter HVPS or HLS in the new academic year. A waiting list will be kept for all applicants who were unsuccessful in requesting some, or all sessions, with unfilled places being re-allocated.

Only eight places per session will be available for HVPS and reception children combined.

We only provide admission to WAC children when a fully completed registration form is on the premises.

Ad-Hoc WAC services will be provided where there are sufficient spaces on roll and staff are informed before 1pm on the day required.

This policy was adopted at a meeting of	Harlington Village Pre-School & Wrap Around Care Committee
Held on	May 2017
Date to be reviewed	May 2018
Signed on behalf of HVPS & WAC	
Name of signatory	Nina Biscoe
Role of signatory	Chair

Other useful Pre-school Learning Alliance publications

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.