



Pheasey Park Farm
Primary School and
Early Years Centre



EARLY YEARS CENTRE ADMISSIONS POLICY 2020/2021



Pheasey Park Farm
Early Years Centre



Pheasey Park Farm Early Years Centre

Admissions Arrangements 2020/21

Background

Pheasey Park Farm Early Years Centre is open 48 weeks of the year from 7:30 a.m.-6:00 p.m.

We are an equal opportunities setting and a copy of our Equal Opportunities Policy is available upon request

Provision

Full day child-care which is OFSTED registered, is open from 7.30 a.m. to 6p.m.for 48 weeks of the year in the Centre and in other rooms in the school building:

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We offer:-

Baby Provision-0 months to 2 years

Pre Nursery Provision

Nursery Wraparound

Playshemes

Before and After School Care

30 Hour Provision -from September 2017

School Holiday Provision depending upon demand

This includes 2, 3 & 4 Year Old Funded places and 30 hour provision.

Registration

Parents may register their child for a place at any time throughout the year by coming into the centre and completing an application form and relevant paperwork.

We will automatically make contact with parents registered for Nursery at Pheasey Park Farm School to draw parents' attention to available funded places.

Procedure for Admissions-Funded and Non Funded Places

- All admissions queries must be dealt with and administered by the Centre Office Admissions Officer.
- Parents must indicate their requirements clearly-minimum of 3 sessions
- The Parent who registers an interest must complete an enquiry form and submit it to the Admissions Officer.
- The Admissions Officer will arrange for the parent to look around the Centre
- The Admissions Officer will place the enquiry form into the Waiting List Folder which will be reviewed on a weekly basis
- Once a place becomes available the Admissions Officer will contact the parent and arrange for all relevant registration forms to be completed by the Parent including the Essential Information, Contract Agreement and sessions required including settling in sessions
- The Admissions Officer will agree a start date with the parent-Annual Registration Fee and Deposit will be required prior to commencement
- Contract will be issued confirming sessions for parents to sign

- The Admissions Officer will enter the child's data onto the Family platform and send parents a link to access the Family App.
- The Admissions Officer will enter the child's data onto the system and create a fee sheet and add name to register
- Settling in session will be booked
- The Admissions Officer will inform the Manager and Room Leader/Relevant Staff of the details of the child and start date
- Parents will be provided with full details including their child's Key Worker
- All booked sessions are chargeable regardless of attendance
- Any changes to agreement cannot be authorised by staff-A Variation Form must be completed which will be considered by the Admissions officer

Oversubscription

Where more applications are received than places available for any particular group/age range then places will be allocated in accordance with the following over-subscription criteria.

- Medical /Social Issues
- Siblings
- Date of Application
- Proximity

Where places cannot be allocated, your child's details will be added to our waiting list. These will be arranged in strict order according to the date of application and parents will be contacted by telephone as soon as a place becomes available.