



Mortimer Pre-School

St John's Hall, West End Road, Mortimer, Berkshire RG7 3TF

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Registered Charity No.287072

Policy statement (for public domain)

It is our intention to make our setting accessible to children and families from all sections of the local community. We'll aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Children are accepted at Mortimer Pre-School from the term after their 2nd Birthday (in line with West Bekshire funding dates i.e 1st Sept - 31st Dec, 1st Jan - 31st March, 1st April - 31st August)

We will arrange our admissions list in birth order. In addition, our policy may take into account:

- Date of Birth
- Length of time on the admissions list
- Proximity of the home to the setting;
- Support for vulnerable families

We have one main intake of children per year (in September in line with local schools), when there will be most flexibility in session availability, however we do also have smaller intakes in January and after Easter.

To enable us to work to a fair admissions process then we ask applications to meet the following deadlines;

- September Starts: Allocation of spaces is made in April. All applications should be received by 1st March..
- January Starts: Allocation of spaces is made in November. All applications should be received by October 1st.
- Post-Easter Starts: Allocation of spaces is made in January. All applications should be received by January 1st.

We are unable to routinely offer places for mid-term starts unless exceptional circumstances

Funded Hours

We accept Universal Funding (equivalent of 15 hours in term time) for 3 and 4 year olds and some 2 year olds. This can be off-set against any hours a child attends Pre-school between 9-3 on Monday to Thursday and 9-12 on Fridays during term times (as well as Breakfast Club and Lunch Club where applicable)

We accept Extended Funding hours (equivalent of 30 hours in term time), however we have limited spaces available. Extended funding hours are only available with a verified eligibility code. Please contact finance@mortimerpreschool.org.uk with how to apply for an Extended Funding place. N.B Extended Hour Funding can only be offered where there is session space available.

Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We'll aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

- We will endeavour to ensure that the existence of our setting is advertised in places accessible to all sections of the community.
- We will ensure that information about our setting is accessible, using simple plain English, in written and spoken form.
- We base our Admissions Policy on a fair system.
- We will arrange our waiting list in birth order. In addition, our policy may take into account:
 - Date of Birth
 - Length of time on the waiting list
 - Proximity of the home to the setting;
 - Support for vulnerable families
- We do not discriminate against a child or their family, or prevent entry to our setting, on the basis of a protected characteristic as defined by the Equalities Act (2010). These are: disability, race, gender reassignment, religion or belief, sex, sexual orientation, age; - pregnancy and maternity, and - marriage and civil partnership.
- We have one main intake of children per year (in September in line with local schools), when there will be most flexibility in session availability, however we do also have smaller intakes in January and after Easter.
- To enable us to work to a fair admissions process then we ask applications to meet the following deadlines;

- September Starts: Allocation of spaces is made in April. All applications should be received by 1st March..
- January Starts: Allocation of spaces is made in November. All applications should be received by October 1st.
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- We are unable to routinely offer places for mid-term starts unless exceptional circumstances arise such as;
 - 1) Closure of other local pre-school / nurseries
 - 2) Child moving to the area
 - 3) Exceptional family circumstances
- Failure to comply with the terms and conditions may ultimately result in the provision of a place for a child being withdrawn.

Admissions Process

- Mortimer Pre-School Committee has adopted an admissions policy which has a very clear procedure in place for the provision of places:
- The child will be offered a place from the academic year in which they turn 3 (or from the term after they turn 2 should they be eligible for 2 Year Old Funding), subject to availability, following the criteria below;
 - 1) D.O.B order (children who will be 3 in the academic year or who are eligible for 2 year old funding) within the Mortimer catchment
 - 2) Where there are a high number of applicants in criteria 1, then those longest on the waiting list will be given priority.
 - 3) Those living outside Mortimer within D.O.B order

Allocation of Sessions

- 4) Mortimer Pre-School reserve the right to offer all children within Mortimer catchments 15 hours of sessions firstly.
- 5) Those then wanting additional sessions which are payable will be offered sessions available.
- 6) Remaining sessions will then be allocated to those outside the Mortimer area in D.O.B order.

Extended Hours

- Extended funding hours are only available with a verified eligibility code. It is the parents / carer's responsibility to re-confirm eligibility code every 3 months. Should a child no longer be eligible then we will continue to offer the child the additional sessions at Pre-school until their extended funding expires. We at

Mortimer Pre-School then reserve the right to offer these sessions to another child.

- All parents / carers of children turning 3 or 4 in the next academic term will be reminded they can apply for Extended Funding places. These children will then be included on the application list, with priority going to current pupils and those pupils who use Mortimer Pre-school as their priority setting.
- Extended Hour Funding can only be offered where there is session space available.

- Summary of session offers (in ascending order).

	Allocation Priorities	Mortimer Catchment	Outside Mortimer
15 hours of Sessions	D.O.B order and eligible 2 year olds	1	4
Extended Hour Claims (limited availability)	Priority will be given to current pupils firstly and those who use Mortimer Pre-School as their main setting. D.o.B order may also be applied.	2	5
Additional Sessions	D.O.B order	3	6

- Priority of Sessions.

Any increased session requests will be allocated to children already attending the Pre-School before any offer of new places and sessions go out to new starters.

- Timings of applications and offers.

The vast majority of spaces become available in September, however we do have a small intake of new children in January and after Easter.

In order to ensure the system is operated fairly and efficiently it is preferable that all applications are received according to the key timings stated below.

Where this is not possible due to a change in personal circumstances (eg. a move to the area / recent eligibility for 2 year old funding) then the following closing dates apply. Any registrations made after this date will be considered on individual merit by the Pre-school Committee.

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We are unable to routinely offer places for mid-term starts unless exceptional circumstances arise such as;

- 1) Closure of other local pre-school / nurseries
- 2) Child moving to the area
- 3) Exceptional family circumstances

- Post-ponement of start date

It may be possible for a child to delay their start date by one term upon acceptance of a place. However the Pre-School can not hold any preferred sessions open, and session space will be allocated based on availability.

- Funding

Funding is received from West Berkshire and your child will become eligible for this assistance in the term after they turn three (of in the term after they turn two if eligible for 2 year old funding).

Funding can be off-set against any advertised sessions including lunch clubs.

Admissions and Session Change Timetable

To enable us to continue to operate in a fair manner to all children, it has become necessary to implement a key timetable for admission and session changes as attached.

Increased Sessions and Admissions Timetable.

		Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec
		Spring Term			Summer Term			Summer Holidays		Autumn Term			
Session Request for Autumn Term	Current Pupils			Deadline: 1 st March for increased session requests	Allocation of Spaces (Priority to current pupils)								
	New Starters			Deadline: 1 st March for new September applicants									

Session Request for Spring Term	Current Pupils										Deadline: 1 st October for increased session requests	Allocation of Spaces (Priority to current pupils)	
	New Starters										Deadline: 1 st October for new January applicants		
Session Request for Summer Term	Current Pupils	Deadline: 1 st January for increased session requests	Allocation of Spaces end Jan (Priority to current pupils)										
	New Starters	Deadline: 1 st January for new Summer Term applicants											

Session Changes:

Where children need to change sessions within a term, we will always do our utmost to accommodate this. Any session request changes should be made prior to the 1st of the month. These requests will be reviewed in the first week of the month for implementation from the 1st week of the following month. Where exceptional circumstances arise we will work with families to accommodate family needs as soon as possible.

Reduced Sessions:

As per the Terms and Conditions any reduction of sessions is subject to a 6 week notice period.

