SCALLYWAGS PRE-SCHOOL, HALWILL

ADMISSIONS POLICY
Including Application Process

General

1. It is the intention of Scallywags Pre-School to make our setting accessible to children and families from all sections of the local community.

2. Scallywags Pre-School (Halwill) provides childcare and education for children from the age of 2 years up to 5 years (or until the child starts school).

3. A child can start from the date of their second birthday.

4. Scallywags Pre-School (Halwill) is registered for a maximum of 26 children to attend at any one time, but we are able to have higher numbers on roll.

5. Scallywags Pre-School staff:child ratios are set at 1 member of staff to 6 x 3+yr olds and 1 member of staff to 4 x 2-year-olds. There is always a minimum of 2 members of suitably qualified staff present. Government set ratios are currently 1 member of staff to 8 x 3+yr olds and 1 member of staff to 5 x 2-year-olds. Scallywags Pre-School reserves the right to drop to Government ratios where necessary, and in exceptional circumstances the guidelines allow ratios to deviate further for short periods. The quality and safety of the children's care will always be our priority.

6. When applying for a place at Scallywags, we would ask that families contact us as soon as possible. All applications will be considered for a place.

7. In the first 2 weeks of each half term, parents/carers will be asked to choose their preferred sessions for the following half term. We try to accommodate all requests whenever possible but sometimes it might be necessary (eg if we have inadequate staffing levels or are oversubscribed for certain sessions) to discuss the possibility of alternative sessions. We cannot guarantee to accommodate every request.

8. Parents/carers will be notified of the sessions they have been allocated. It will not be possible to change the booked sessions until the next half term period unless there are exceptional circumstances, in which case parents should speak to the Pre-School Leader or Administrator with as much notice as possible.

9. Although Scallywags will make every effort to open for all sessions during the week, Scallywags reserves the right to close a session or sessions if there are not enough children booked in to make it financially viable to open for that session or sessions. Scallywags Pre-School is a Charity and must therefore act in a responsible way regarding financial matters; we wish to keep Scallywags in a good financial position for future terms and would not wish to jeopardise its long-term sustainability. A decision will be made each half term and Scallywags will aim to notify families at least 2 weeks in advance if a session or sessions in the following half term period is going to be closed.

Oversubscription & Waiting Lists

10. Scallywags will endeavour to provide at least one session (minimum 3 hours) per week to any child requiring a place.

11. Scallywags reserve the right to limit the numbers of children in a session to less than the 26 maximum. This could be due to the ages range / needs of children in that particular session, staffing, or additional space availability. This is at the discretion of the management team.

12. If session spaces are oversubscribed in the first instance we will look to bring in additional staffing if viable taking into consideration availability and affordability. Where this is not feasible, priority will be given to those in the oldest academic year group and then by age.

13. If Scallywags cannot accommodate the request for a particular session or sessions, the child's name will be put on a session waiting list so that, if a space later becomes available, places will be offered to the child(ren) waiting (unless the child's hours have already been accommodated elsewhere in the week).

14. It is at the committee's discretion to halt new enrolments if we become so busy we are unable to accommodate our currently enrolled children's needs (either through staffing, session spaces, hours requested etc). At this point a waiting list will be introduced.

15. If the waiting list is in place, places will be allocated according to the following order of priority:
    a. Children in the year before starting school
    b. Children who have siblings at either Scallywags Pre-School or Halwill Primary
    c. Children who are in the Halwill Primary School catchment area
    d. All others in order of age

It is possible if the hours requested for the child at the top of the list cannot be accommodated then a place may be offered to the next child down who's requested hours can be accommodated.

16. Families on the waiting list will be asked to confirm a preferred start date and the hours they are looking for and we will contact them as soon as possible when a space becomes available. This will be evaluated at each half term ready for the next half term

17. We will endeavour to notify parents as soon as possible if a session or sessions requested are NOT available.

Application Process

18. The parent/carer may wish to complete an application form (which is attached to our information leaflet) and send it to the Administrator to express an interest for further information and/or a Child Registration Form

19. When enrolments are being accepted the parent/carer will be sent a Welcome Book and registration forms via email (a paper copy of the forms will be available on request) which contains information about Scallywags.

20. Where enrolments are halted, the parent / career will be asked what sessions they require and will be offered a space on the waiting list and advised of our admissions policy
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21. Details of Early Years Entitlement Funding and payment of fees, including parent/carer obligations, are explained in our "Funding and Fees Agreement", which parents must read.

22. The parent/carer must complete the Child Registration Form, which will provide us with details of people with parental responsibility, personal information about the child, and requested start date. This Registration Form also asks the parent/carer to confirm their understanding of their obligations under the rules for Early Years Education Funding, and it covers Scallywags obligations under the Data Protection Act in respect of the personal information held.

23. Proof of date of birth (e.g. birth certificate) will need to be shown to the Administrator or the Pre-School Leader before the child can start.

24. Scallywags will contact the parent/carer by email or telephone with confirmation of the start date and to make arrangements for induction and a familiarisation visit if needed.

25. The Playleader/Deputy or child's Keyperson will ensure that all relevant information is explained to parents; there are some forms which need to be completed before the child can be left without their parent.

26. Under the DCC funding rules, children are entitled to take a maximum of 2 weeks (10 days) holiday/days off in an academic year without Scallywags having to reduce their funding claim. If a child is absent due to holiday/days off for more than a total of 2 weeks (10 days) in an academic year, Scallywags reserves the right to charge the family for the hours the child is booked to attend in order to keep the place available for that child. Scallywags would speak to the family to discuss if they would wish to use some of their remaining funding entitlement instead of paying fees (this would result in the child having less available funded hours to attend during the remainder of the academic year).

This policy replaces the Admissions Policy adopted on 20/05/97 and which was previously reviewed on 11/06/18.

This policy was adopted at a meeting of Scallywags Pre-School held on 6th October 2025

Signature .....

Name …….

Position ……..……...

If you require clarification of any part of this policy please speak to the Administrator.

Please refer to our Funding & Fees Agreement
Please also refer to our Equal Opportunities Policy
Please also refer to our Payments, Non-Payments and Late Payments Policy