



Admissions Policy

Policy Statement

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

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- Our setting offers three intakes per academic year: autumn, spring and summer term. Exceptions will be made for children with exceptional circumstances and at the managers discretion (e.g. moving into area).
- Our setting offers a morning session 8.50am to 11.50am and an afternoon session 11.50am to 3.00pm term time only.
- We arrange our waiting list in order of date placement request received. In addition, our policy will take into account the following:
 - Universal 15 Hours Early Education Funding entitlement
 - 2yr old Early Education Funding entitlement
 - Special Educational Needs
 - Siblings already attending the setting
 - Vicinity of home to setting
- We keep a placement vacant, if this is financially viable, to accommodate an emergency admission.
- Universal 15 Hours Early Educational Funding (Universal EEF):
 - The setting has an obligation to give priority to children entitled to the universal 15 hours EEF.
 - Once a child has claimed their universal 15 hours EEF, any further sessions will be allocated in line with the waiting list criteria.

- Two-Year-Old Early Educational Funding:
 - The setting has an obligation to give priority to children entitled to the Two-Year-Old funding.
 - Once a child has claimed their 15 hours of funding, any further sessions will be allocated in line with the waiting list criteria.
- Extended 15 Hours Early Educational Funding (Extended EEF):
 - A limited number of eligible placements per academic year will be offered to children claiming the full extended 15 hours under EEF scheme. This will be reviewed on an annual basis.
 - In the case that all extended 15 hour EEF placements have been allocated. Families may still claim a percentage of this entitlement in the event sessions remain available. Although placements will be offered based on the waiting list criteria.
- Available placements are calculated on the maximum number of children in the building at any one time as per the Department of Education's Statutory Framework for Early Years.
- We describe how our practices treat each child and their families, 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.
- We make our Diversity and Equality Policy widely known.

Fee Increases

Fees will be reviewed on an annual basis every September.