



Admissions

EYFS: 3.28, 3.57

At **Coppice Care Club and Pre-School** we care for children between the ages of 2.5 and 11 years.

The numbers and ages of children admitted to the Club comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the Club.

The Club will use the following admission criteria which will be applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred Club
3. A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability.

We operate an inclusion and equality policy and ensure that all children have access to Club places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending Club, parents must complete and sign a contract and registration form. These forms provide the Club with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two/three to five year olds for early learning sessions specified by the local authority. At Coppice Care Club and Pre-School we currently provide free funded places available for children subject to availability. These places will be allocated on a first come, first served basis subject to availability. Please note for admissions for the free education we have a termly intake, beginning the term following your child's third birthday or when they are 2.5 years.

This policy was reviewed and adopted on	Signed on behalf of the Club	Date for review
<i>April 2018</i>	<i>J.S. Howse</i>	<i>April 2019</i>