



Policy

ADMISSIONS LITTLE OWLS

Aim:

Our aim is to make a positive contribution to the childcare needs of the community, by providing a flexible pre-school between the hours of 8.00am and 6.00pm, also to provide out of school care during term time, specifically before school/breakfast club (7.30am to 9.00am) and after school club (3.00pm to 6.00pm). Additionally, we provide a holiday club (full day 7.30am to 6.00pm, half days 8.00am to 1.00pm or 1.00pm to 6.00pm) during school holidays. Little Owls places are limited to 30 per session.

We are an inclusive setting and meet the requirements of the Disability Discrimination Act (1995) and Equal Opportunities legislation.

The Preschool runs for six hours each day during term time, between the hours of 9.00am and 3.00pm, which is teacher led. Preschool children can also attend the before and after school (Wrappers Club), 8.00am to 9.00am and 3.00pm to 6.00pm and the holiday club out of term time, which is child practitioner led. Children who fall into the relevant age group (3 to 4 years) can attend from a minimum of six hours per week. The minimum number of hours a child can attend is three hours per day, up to a maximum of 10 hours per day.

Within the day parents/carers will be able to access their child's funding entitlement in specific blocks and can choose the option that most closely fits their child's needs. Examples are as follows

Morning session 9.00am to 12.00pm
 (3 hours).

Afternoon session 12.00pm to 3.00pm
 (3 hours).

Preschool full day session 9.00am to 3.00pm
 (6 hours).

Preschool full day plus wrap around 8.00am to 6.00pm
 (10 hours).

Parents/carers need to complete and return an application form for their child's name to be recorded on our waiting list. We admit children into pre-school from the age of 3 years, should a place be available for them at this age.

Pre-school places are allocated for the whole of the academic year, in the preceding spring term, with each individual child's start date in the first two weeks of the autumn term. Parents will be invited to attend a welcome meeting in the summer term prior to their child starting pre-school in the autumn term. Children who are three after the Autumn term commences, may be allocated a place for the spring term, availability permitting.

At the point of a child being allocated a place in pre-school, in the autumn term the parents/carers will be welcomed to the relevant session by the child's allocated key person, with their child for a visit. This gives the child an opportunity to familiarise themselves with the setting and gives our staff the opportunity to build a relationship with the family/carer and discuss such matters as - the likes and dislikes of their child, dietary requirements, health issues, and any allergies. It is also an opportunity for the key person to discuss centre policies with the parent or carer. An opportunity is also available for parents/carers to ask questions. We feel this visit is very important to help the child with the emotional adjustment of transferring from the care of the parent/carer.

The Autumn preschool places will firstly be offered to children of foundation age who have siblings attending the main school. The remaining Autumn places will be allocated in order of oldest application first.

Any remaining places will be allocated in the spring term to children who have siblings attending the main school.

The attendance at Little Owls does not guarantee a transfer to Raeburn Primary School. Local authority procedures must be followed to access a main school

Right to appeal

If for any reason a parent does not agree with the allocation of places procedure. You have the right to appeal.

Parents/Carers will be asked to put their appeal in writing to Ms J Bushell (Head Teacher), email to schooloffice@raeburn.wirral.sch.uk which will be recorded and a full written response be provided within 28 days.