



Meadow Drive, Horringer, Suffolk, IP29 5SB
Tel: 01284 735181 E: manager@horringerpreschool.co.uk
www.horringerpreschool.co.uk
Charity: 1164658

Admissions Policy

At Horringer Pre-School we welcome all children and aim to respond appropriately to each child's individual needs.

- Horringer Pre-School is registered by OFSTED. We can accommodate up to 21 children.
- The number of children at each session is dependent on staff present and ages of children.
- The child adult ratios stated in the Statutory Framework for the Early Years Foundation Stage are one adult per 8 children over the age of three. One adult per 4 children under the age of three.
- Children are eligible to start Horringer Pre-School the term after their 2nd birthday. At busy times with limited spaces admission of children is decided by date of birth, with children who are, or soon will be, eligible for funding given priority.
- Children are eligible to start attending links to reception class as they approach the age of 4 years of age.
- Sessions are allocated subject to availability and are at the discretion of the Lead Practitioner and Deputy Practitioner of the setting.
- In the event that Pre-school reaches capacity and a child attends additional hours to that of their government funded 15 or 30 hours, the lead practitioner would need to review these hours with a possibility of reducing them. This is in order to ensure new children are able to attend the setting and the continued viability of the setting is secure.
- Prospective parents will have the opportunity to attend sessions with their child in the half term before they are due to start.



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- Parents will be invited to a Welcome Evening or Welcome Morning, giving them the opportunity to meet staff and possibly committee members whilst accessing relevant information.
- Parents can ask to talk to a member of staff confidentially at any time. It may be advisable to make an appointment.
- Parents will receive confirmation of sessions in writing.
- A half terms noticed is required for any changes.
- A New Parents Pack will be issued to all new families.
- It may be necessary for the Pre-School to contact other settings that the child is attending or outside professionals. Parental permission will always be sought.
- Children who are eligible for the Universal 15 hours funding or 30 hours funding will be required to complete a declaration form which will be issued by the Pre-School at the beginning of term.
- Fees are billed at the beginning of each half term.