

ISLEHAM UNDER FIVE'S ASSOCIATION

Isleham Pre School is managed by an elected committee of parents.
It is situated in the grounds of the local school in the village of Isleham.
Children who attend the setting come from mixed socio economic backgrounds.
They are drawn from Isleham and the surrounding villages.

Admissions Policy

I.U.F.A. intend to make our pre-school accessible to children and families from all sections of the local community. We will :-

- Ensure that the existence of the pre-school is widely known in the community.
- Arrange our waiting list in order of date of birth.
- Give priority to children who live in the Parishes of Isleham and Chippenham.
- Welcome parents and carers from all cultural, ethnic, religious and social groups, with and without disabilities.
- Wherever possible provide sessions for each child as requested.
- Arrival and collection times of an individual child will be adjusted if the settings manager and additional needs co-ordinator, decide this action will be in the best interest and safety of all children attending the setting.

Sessions will be allocated according to the following priority:-

1. 5 Sessions per week for children the term after they are three years old when Early Years funding becomes available.
2. 2 Sessions per week for the children in the term that they are three and not yet eligible for early years funding.
3. Additional places for those already attending.

Sessions will be allocated on a termly basis.

In order to achieve the best possible use of sessions it may be necessary to alter the days children attend at the beginning of the spring and summer terms.

Fees are paid half termly in advance. These fees are non- refundable. In the event of non-payment of fees by the due date a letter will be sent requesting immediate and full payment. If payment is not then received a further letter will be sent advising the parent/carer that their child has now been excluded from pre-school and their sessions will then be reallocated. Early Years Funding for 3 and 4 year olds will not be applied for if there are payments in arrears. These sessions will then be reallocated.
The fees will be reviewed annually.

This policy was reviewed at a meeting of the Pre-school held.....

Signed on behalf of the pre-school.....