CHARLTON MACKRELL SCHOOL ADMISSIONS POLICY

Thank you for choosing Charlton Mackrell Preschool as your preferred childcare provider. Please see below the Admissions Policy which will provide important information about this provision. Please keep a copy for your future reference.

Statement of intent and Aim

We aim to make our Pre-school accessible to and inclusive of children and families from all sections of the local community through open and fair procedures.

Opening Days/Hours

Our opening days/hours are: 9.00am to 3.00pm Monday to Friday. Limited wraparound care is also available 8.00am to 5.15pm Monday to Friday, to be booked through the school office.

Session Times

Our session times are: 9-12pm morning session and 12-3pm afternoon session. Wraparound care can also be requested and if available includes 8-9am Early Birds and 3-5.15 Late Birds

We are a term time only setting offering care for 38-40 weeks per year. (Please note funded hours cover 38 weeks per year only)

All about Funded Hours

We are registered with Somerset County Council to offer funded hours to 2-4 year olds from working families / Eligible 2 year olds / 3&4 year olds – universal hours

Parents must apply via by www.beststartinlife.gov.uk to get an eligibility code (which is 11 digits long and usually starts 500…).

Admissions Methods

Parents/carers can sign their child up for future sessions from birth. Places are allocated on a first come, first served basis. We do our absolute best, wherever possible, to accommodate the needs of all our families. We will request that a registration form is completed in order for the child to be placed on the register. Sessions required can also be requested at this point. If there are no available sessions then the child can be added to the waiting list and the parent/carer will be notified when/if sessions become available.

Children must be signed up to a minimum of 6 hours a week (one full day or two half day sessions). If forest school (Friday) is required then we would ask that the child is signed up for one additional session to ensure they have experience on site at preschool for at least 6 hours a week.

Sessions are allocated at the manager's discretion.

Induction process

Before your child starts with us we require you to complete an induction form and for the school office to have seen your child's birth certificate. During the induction meeting we will find out a little more about your child including likes/dislikes, allergies/food intolerances and any medical needs. We will also ask for various permissions for things like visits and for your child's image to be used in preschool and on other platforms such as Tapestry. Funding forms (where applicable) will also be completed at this stage.

Your child will then be invited to come in for a stay and play session (usually 1hr) to give them a gentle introduction to being part of the preschool and for them to become familiar with the staff including their key person.

Your child's first session with us will be a 3hr session usually a morning session 9-12pm; this will be discussed and arranged at the induction meeting. If this goes well and they are ready to do a longer session then the next session would be 4hr usually 9-1pm.

After this initial induction process full days can then be commenced if required and if your child is ready for this next step, staff will discuss this with you.

Snacks are provided by the preschool and are charged at 50p a session (£1 for a full day).

Your child will be provided with a peg and tray with their name on. If in nappies they will also have their own named nappy basket. Nappies, wipes and nappy cream are provided by the parent/carer.

Providers Signature: Alison Allen Janine Sweeting

Date: October 2026

Review Date: October 2027

All policies and procedures of Charlton Mackrell Church of England Primary School and Preschool take into account the Ethos, Vision and Safeguarding statements which can be found on the School website.