



Little Cherries

Providing Early Years education through play

Admissions Policy

For the year starting September 2018

It is our intention to make our setting accessible to children and families from all sections of Cherry Hinton's local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Please note that Little Cherries will continue to offer the free 15 hour Government funded scheme, however we have exercised our right to opt out of the Government funded free 30 hours childcare for working parents. Those eligible for this additional funding are able to share the 30 hours between Little Cherries and another setting.

- We will ensure that the existence of our setting is advertised on the Internet and in places which are accessible to all sections of the community, such as the library and local shops.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of local social diversity.
- We will make our Equal Opportunities Policy known.

Little Cherries is registered with OFSTED (Office for Standards in Education) to provide care for children from 2 to 5 years old. We accept children from 2 ½ years old for a minimum of 2 sessions per week (6 hours). Children born after 31st August 2016 will not normally be able to attend Little Cherries until September 2019, and will not be considered for a place until April 2019.

We cannot hold places open for your child while they wait to become eligible for Early Years Funding (the term after your child turns 3). If you are offered a place for your child, you will be expected to take up that place as soon as your child is old enough. This will mean paying the session fees for each session your child attends until they become eligible for funding.

Applications

Applications for places for the academic year commencing 1st September 2018, will be taken from 3rd January 2018 to 23rd March 2018. Places will be allocated according to the admissions criteria below from 9th April 2018. Late applications received after 23rd March 2018, will be added to the reserve list from Monday 18th June 2018. The reserve list will be ordered by the same admissions criteria.

Catchment Area

Little Cherries is a group predominantly for children living in Cherry Hinton. We define our catchment area as that of the four Cherry Hinton Primary Schools: Bewick Bridge Community Primary School, Cherry Hinton C of E Primary School, Colville Primary School, The Spinney Primary School.

Admission Criteria

If we receive more applications than places available, we will use the following criteria to allocate places:

1. Children already attending the group in the year September 2017– July 2018, ordered by date of birth (oldest first).
2. Children living in the catchment area, ordered by date of birth (oldest first).
3. Children living outside the catchment area, ordered by date of birth (oldest first).

In cases of equal merit in each set of criteria, priority will go to children living nearest Bewick Bridge Community Primary School as measured by a straight line.

There is no priority given to siblings of a child already attending Little Cherries. However, if more than one child in the same family are offered places (as per the above criteria), then we will prioritise the placing of these children. The manager will consult with the parents and priority will be given to both children to attend the same sessions if required.

Little Cherries does not accept children in the reception year who have deferred their place at school - that is children who have reached their 4th birthday by 31st August 2018. (With the exception of a child currently in the group who has special educational needs, and whose deferral is supported by the Inclusion Coordinator, external agencies and the Local Authority.)

Additional Information

Parents/carers will be required to provide proof of the child's date of birth and home address when submitting an application. We will need to see (and copy) the original documents. We require:

- (i) Proof of your home address (e.g. original utility bill dated within last 3 months or driving licence).
- (ii) Proof of your child's date of birth (original full birth certificate).

A child's home address is defined as the address where he or she resides with an adult with parental responsibility for the majority of week-day nights.

Where a family is expecting to move house, confirmation of the new address will be required before the application can be considered. Confirmation should be in the way of a copy of the signed lease agreement or a letter confirming contracts have been exchanged.

If your child is attending another setting, please inform us so we can liaise with them to support your child.

Each child will be offered up to five sessions a week (totalling 15 hours). The five sessions can be taken in any pattern across morning and afternoons, subject to availability. If a child is booked for a full day, they must also be booked for Lunch Club. Lunch Club incurs an additional fee and a packed lunch must be provided by the parents.

If your child is new to the setting, and wishes to attend Lunch Club, Lunch Club will not commence for your child until 2 weeks after the first full session. This is to allow your child to settle into Little Cherries and introduce a phased transition to a longer session.

Official start dates for your child's place will be allocated nearer to the term in which they are due to attend and if it is considered to be in the best interests of your child, Little Cherries will encourage a phased entry into the setting which will be discussed with parents, keyworkers, SENCO and Management.

This policy was adopted at a meeting of Little Cherries

Held on: 4th December 2017

Date to be reviewed: October 2018

Signed on behalf of the Management Committee:

Name of signatory: *Jennie Peacock*

Role of signatory: *Chairperson*