

Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN: 496945

Charity Number: 1162991

# Admissions & Attendance Policy

---

## Policy Statement

W.I.S.P.S, intends to make the pre-school accessible to children and families from all sections of the local community. Regular attendance at W.I.S.P.S is very important in helping children to become comfortable with a regular and consistent routine. We aim to ensure that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures.

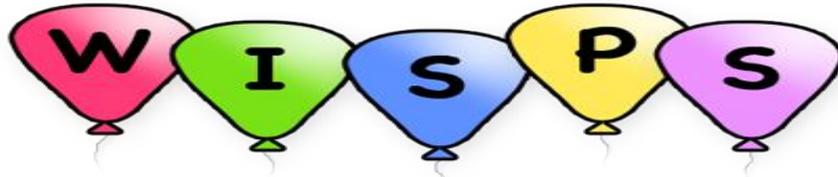
It is extremely important for parents/carers to inform W.I.S.P.S should their child become ill with a communicable disease, such as chicken pox, measles, etc this will allow parents/carers of other attending children and any pregnant employees to be given notification of the possible spread of the disease as well as seeking any necessary medical advice.

## EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Inclusive practice Child development Health and Well being	Respecting each other Parents as partners	The learning environment The wider context	

## Procedures

- W.I.S.P.S ensures the existence of our pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will provide on request information in Braille, or British Sign Language. On request we will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- W.I.S.P.S arranges the waiting list in birth order and date of application. In addition our policy may take into account the following:
  - subject to availability and on first come first serve basis
  - siblings already attending the pre-school
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN: 496945

Charity Number: 1162991

- We describe our pre-school and its practices in terms that make it clear that welcomes both, fathers and mother, other relations and other carers, including childminders.
- We describe our pre-school and the practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- W.I.S.P.S describes the pre-school and its practices in terms of how it enables children and/or parents/carers with disabilities to take part in the life of the pre-school.
- We monitor the gender and ethnic background of children joining the pre-school to ensure that our intake is representative of social diversity.
- We make our Equal Opportunity Policy widely known.
- We consult with families about the opening times of the pre-school to ensure we accommodate a broad range of family need.
- Parents/carers will be charged at the same rateable charge of: **£4.20 per hour** even if their child does not attend for their session for reasons such as – illness and/or family holidays.
- Parents/carers are expected to contact the pre-school should their child be unable to attend their session, full reasons for non-attendance must be stated, this is a cover safeguarding procedures.

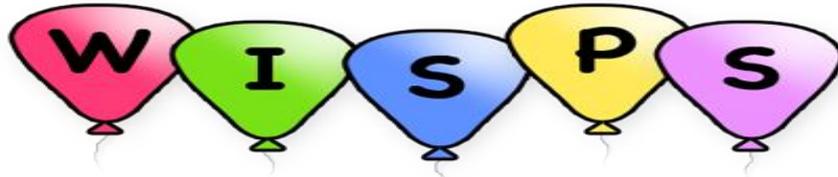
In order to provide our service to families who are in need and who may be on the waiting list, services to families may be discontinued if a child does not attend pre-school for one month consecutively without prior notification of authorised absence.

**Authorised absence includes:**

- **Religious/cultural celebrations**
- **Court-ordered visitation**
- **Holidays**
- **Illness**

**Unauthorised absence includes:**

- **Any reason for a prolonged time where a specific reason is not given**
- **A child not wanting to attend pre-school**
- W.I.S.P.S are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the pre-school that provides stability for all the children.



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN: 496945

Charity Number: 1162991

**Should for any reason a parent/carer wishes to remove their child from W.I.S.P.S, we do require 1 month's written notice, this also includes any changes to a child's allocated sessions. Any requests to change sessions cannot be guaranteed due to the high volume of children attending the setting.**

**This policy was adopted on:**

---

**Signed on behalf of the Trustees:**

---

**Date to be reviewed:**

---