

APPLICATION TO JOIN FORM



Opening Hours: 9.15am – 12.15pm or 1pm *
*** (12.15 – 1pm = lunch club)**

Days Open: Monday, Tuesday, Wednesday & Friday.

Please note that this registration does not guarantee your child a place at 345, as intake is dependent on our Admissions Policy and spaces available, however, you will be informed well in advance if it becomes unlikely that a place will be available for the term your child is eligible to start (after their 3rd Birthday)

We endeavour to offer all children who attend 345 their full 15 hour entitlement, however, priority is always given to those children who will be leaving at the end of the Summer Term. Those children who will be with us for longer than a year will be offered hours available in accordance with our policy (usually two mornings a week during the first year). Please read the Admission policy attached and keep for your records.

In the event of oversubscription, we will apply the criteria detailed on the Admission Policy based on the information given on this form. Late applications received after 31st March for the academic year in which your child is due to start will be processed after all on time applications have been processed.

TERMS: To coincide with local primary schools including half-term holidays (but not exceeding 38 weeks, therefore some half terms will be shorter) Notice of term dates will be given at induction meeting.

FEES: Paid in advance, at the start of each half-term. We are registered for the Nursery Education Grant Scheme - children are eligible from the term **after** their third birthday **i.e. Children turning 3 after 31st March = Autumn Term, children turning 3 after 31st August = Spring Term and after 31st December = Summer Term.**

With this application we ask for a **voluntary** REGISTRATION FEE OF £20 which will help us with administration costs and also includes a 345 t-shirt. **This fee is non refundable.**

345 Application to Join form

Name of child: **Date of birth**

Parent (s) Full names:

Address: **Post code**.....

Telephone No: **Email Address**.....

Is your child cared for by a relative/childminder Y/N Do you/they have access to transport Y/N
Do you have siblings already at 345 Y/N Have you had other children attend 345 Y/N Dates.....
Will your child be attending another setting Y/N
Please circle where appropriate.

I enclose my **voluntary** REGISTRATION FEE OF £20 [] Cheques payable to 345 Preschool

Signature..... **Parent/Carer** **Date**.....

If I am successful in my application, I would like the following day/s

Mon [] **Tues** [] **Wed** [] **Fri** [] **No preference** [] **Revised 2015**

Please return form to 345 PRE-SCHOOL, 24 JACKLYNS LANE, ALRESFORD, HANTS SO24 9JJ

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

10.2 Admissions

Policy statement

It is our intention to make our setting accessible to children and families from all sections of the 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 our 'Application to Join' also forms part of our Admissions Policy and should be read in conjunction with this document. Copies are available on request.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- In the event of oversubscription we will arrange all applications received in order using the following criteria:
 - Looked after children (those in the care of the local authority)
 - Date of birth
 - Siblings already at the setting
 - Distance of the child's home or their main carer's home to the preschool and their access to transport
 - Siblings of a child that has attended the preschool within the last 2 yearsApplications that are received after our published deadline date for the coming academic year will be processed after all on time applications have been processed.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe how our practices treat 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.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.

- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- We 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 setting that provides stability for all the children.