



Admissions Policy and Procedure

Version	Nature of Update	Author	Date
1.0	Original Issue	Penelope White	13/06/2021
2.0	Amended – settling in policy added	Penelope White	13/07/2022

At The Phoenix Kindergarten CIC, we aim to create a warm atmosphere where all children feel welcome. We are happy to take on any child within our registered numbers and do not discriminate against any child or their family for reasons such as race, religion, gender or ability. When taking on additional children we take into consideration the needs of the new child and the children already in our care who are happy and settled.

We accept children between the ages of 3-6 who are toilet trained and ready to spend time away from their parents/carers. Following a child’s fifth birthday, we are able to offer Kindergarten provision for up to 18 hours per week as part of an elective home education plan, subject to statutory regulations.

Please note that due to government legislation, The Phoenix Kindergarten CIC cannot admit a child of compulsory school-age with an EHCP (Education, Health and Care Plan) who receives SEN funding or looked after children.

Procedure

Parents/Carers wishing to join our setting are invited to take the following steps:

1. A preliminary telephone/online meeting to find out more about The Phoenix Kindergarten. During this conversation we will familiarise parents/carers with our ethos. Parents can fill in an application form at this time.
2. The parents/carers and their child attend an initial meeting/visit with Kindergarten staff.
3. We also invite parents/carers to become familiar with our approach by reading our Policies and Procedures on the website, and we may make reading suggestions.
4. We then contact the parent/carer within a week to confirm whether we can offer a place and suggest a start date.
5. To make a definite application for a place, parents/carers must fill in an admission form and sign the consent forms.
6. We arrange to discuss any remaining questions, to check that the parents/carers have understood our policies and procedures and to discuss settling the child.
7. Following on from the admissions process, the teacher will meet with the parent(s)/carer(s) and child for an informal discussion within the first half term. This will be an opportunity to get to know the family and establish how the child is settling in.
8. Records are kept of a child's development and learning progress as part of their educational profile, this is more holistic, and less target driven than in mainstream schools.