



Royal Naval Pre-school Learning Organisation

Admissions policy
Updated August 2023.

It is our intention to make Royal Naval childcare facilities known as Jack & Jill's childcare as accessible as genuinely possible to children and families from all sections of the local community.

To accomplish this, we will: -

Ensure that the existence of the childcare is widely known in all communities. The facilities are open to service and civilian families. We will place notices advertising the facilities on social media sites where all sections of the community can see them, in more than one language if deemed appropriate.

We will arrange our waiting list in order of date of birth and service or civilian.

All funded children are offered 15/30 hours funded sessions per week subject to availability, but parents need not avail themselves of all 15/ 30 hours. The funded hours can be shared between two early years settings. Children who are in the term after their third birthday will be funded and entitled to 15 sessions. Some children and families will be entitled to M2 funding wherever possible childcare places will be provided.

Parents / carer's will be invited and encouraged to come on pre-start visits with their child to familiarise them with their new environment.

Visits will be arranged outside of the childcare setting's operational hours with the setting manager .

During the pandemic restricted access for parent/carers to the setting means that staff will receive children from their parent/carers and escort

them into the preschool building. Staff recognize that some children will settle quicker than others and treat children accordingly. Parents are encouraged to ring the childcare setting for regular updates and staff will contact parents to reassure them. Use of the Tapestry system allows photographs of the children to be posted and parents are encouraged to access this using their secure password.

Pre the pandemic Parents/carers were welcome to stay to help the child settle in for as long a period as is necessary.

RNPSLO and its practices make it clear that it welcomes fathers and mothers, other relations and carers, ethnic religious and social groups with and without disabilities.

RNPSLO monitor the gender and ethnic background of children joining the facility to ensure that no accidental discrimination is taking place.

RNPSLO ensure that our Equal Opportunities policy is known through the induction into the setting for families and staff when starting.

RNPSLO will consult and work with families/carers about the opening times of the facility to avoid excluding anyone.

RNPSLO where possible and reasonable could be flexible about attendance patterns to accommodate the needs of an individual child and family but Funded children's attendance must be of a regular pattern to meet the criteria to ensure continued funding.

Signed

Dated

Revised.