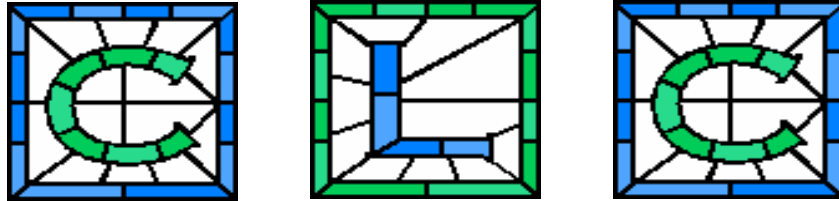


# Monkfield Park



## Care and Learning Centre

### Admissions Policy - 2019/2020

At Monkfield Park Care and Learning Centre we work in partnership with parents/carers to ensure that:

- Children are valued as individuals.
- Children feel happy, confident and secure when attending the Centre.
- Children develop confidence, independence and a positive self-image.
- Children are educated for life.

## Monkfield Park Care and Learning Centre

### **Admissions Policy**

**Monkfield Park Care and Learning Centre aims to ensure that the Centre is accessible to children and families from all sections of the local community through a fair, open and clearly communicated admissions procedure.**

### **Admissions Procedure**

When a parent/carer contacts the Care and Learning Centre enquiring about a place for their child, they will be given information including a registration form. They will be informed of whether there is currently a place available for their child.

If a place is available and the child meets the admissions criteria, the parent/carer and their child will be welcome to visit the Care and Learning Centre and meet the staff. The parent/carer completes the registration and sessions required forms and agrees to abide by the Terms and Conditions. Attendance at the Care and Learning Centre denotes acceptance of the current Terms and Conditions.

Once this is done, the Care and Learning Centre will contact the parent/carer in writing to confirm the child's place and arrange a date for the child to start. At this stage, the provision of the settling in policy will come into operation.

### **Admissions for pre-school places – 3 year olds**

The pre-school is available for nursery-aged children. **The legal definition of a nursery-aged child contained in the 1944 Education Act is any child who has not yet reached statutory school age, i.e. five years. In Cambridgeshire, a child is deemed to be of nursery age from the beginning of the term following their 3<sup>rd</sup> birthday. For this purpose, the terms are as follows (these are in line with the Early Years Education Funding term dates):**

Autumn term:	1 <sup>st</sup> September to 31 <sup>st</sup> December;
Spring term:	1 <sup>st</sup> January to 31 <sup>st</sup> March;
Summer term:	1 <sup>st</sup> April to 31 <sup>st</sup> August.

Eligible dates of birth for pre-school and the terms that can be attended for 3 year olds can be found in the table on the next page.

Date of birth:	Autumn Term 2019	Spring Term 2020	Summer Term 2020	Autumn Term 2020	Spring Term 2021
1st April 2016 to 31st August 2016	✓	✓	✓		
1st September 2016 to 31st December 2016		✓	✓	✓	✓
1st January 2017 to 31st March 2017			✓	✓	✓
1st April 2017 to 31st August 2017				✓	✓
1st September 2017 to 31st December 2017					✓

### **Admissions for pre-school places – 2 year olds**

From the autumn term 2013 the pre-school was approved to provide places for funded 2 year olds. Admission for these children is done in liaison with Cambourne Children's Centre and funding is available from the term after the child's second birthday. Privately funded places for 2 year olds are also available depending on availability within the pre-school.

Eligible dates of birth for pre-school and the terms that can be attended for funded 2 year olds

Date of birth:	Autumn Term 2019	Spring Term 2020	Summer Term 2020	Autumn Term 2020	Spring Term 2021
1st April 2017 to 31st August 2017	✓	✓	✓		
1st September 2017 to 31st December 2017		✓	✓	✓	✓
1st January 2018 to 31st March 2018			✓	✓	✓
1 <sup>st</sup> April 2018 to 31 <sup>st</sup> August 2018				✓	✓
1 <sup>st</sup> September 2018 to 31 <sup>st</sup> December 2018					✓

### **Admissions criteria for pre-school places:**

Children who have an Education, Health & Care Plan (EHCP) that names the pre-school setting will be admitted. NB. Those children with an EHCP that does not name the pre-school setting will be referred to Student Assessment to determine an appropriate place.

1. Children who are looked after.
2. Children with a sibling at the Care and Learning Centre or at Monkfield Park Primary School wanting extended hours in addition to a funded place.
3. Children wanting extended hours in addition to a funded place.
4. Date of application for a place for extended hours in addition to a funded place.
5. Children wanting a funded place only.

Parents/carers are required to provide the child's date of birth, proof of identity and home address as well as Funding Agreement for funded sessions.

Where a family is expecting to move to Cambourne, places can be allocated at the Care and Learning Centre subject to the move being completed.

### **Breakfast and After School Club/ Holiday Scheme (Out of School Club Sessions)**

Out of School Club sessions are available for children aged 2 to 11 years.

To apply for Out of School Club sessions for the admissions procedure is outlined below.

### **Admissions criteria for Out of School Club places**

1. Children who are looked after.
2. Children with a sibling at the Care and Learning Centre or at Monkfield Park Primary School.
3. Children currently attending the Care & Learning Centre
4. Date of application for a place for extended hours.

This policy has been checked to ensure that it does not have an unfair or unreasonable impact on stakeholders who have a protected characteristic (age, disability, ethnicity, race, gender, gender identity, marriage and civil partnership, pregnancy and maternity, religion and belief, sexual identity and orientation).

Approved Summer Term 2019