



Our Lady of Pity Annexe  
Pre-School, Hoylake

St Catherine's Church,  
Birkenhead Road,  
Hoylake,  
Wirral,  
CH47 5AF

0151 632 6336  
07789826373  
olopannexepreschool@gmail.com  
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## Admissions Policy

### Policy Statement

It is our intention to make our Pre School accessible to children and families from all sections of the local community regardless of ethnicity, gender, special education needs, disabilities, background, religion or competence in spoken English.

### 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 is accessible using simple plain English, in spoken or written form.
- We describe our Pre School 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 our Pre School and its 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, ethnicity or from English being a newly acquired additional language.
- 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.

### Admissions Policy

- Our main admission of new children takes place at the beginning of each new school year in the Autumn Term - every September. However, we are happy to accept children joining us at any time of the year.
- We can accommodate children aged 2 to 4 years old.
- We operate admissions and allocate sessions to new children through our Waiting List



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- A phone call or email is sufficient for a child's name to be added to our waiting list. We would normally contact parents in the Spring term before the academic year starts in the September to see if they still wish to take up a place. However, if there is room and staff ratio is correct, we can accommodate a child at any time.
- We can offer a flexible mix of hours depending on the need of the child and the parents/s. A discussion with individual parents will be arranged to sort out what is suitable and can be accommodated in the event of Pre School being over-subscribed
- Parents of existing children are asked to request any changes to their child's sessions for the forthcoming September by the end of the preceding Spring Term.
- We accept the universal, extended and two-year-old funding. Alongside this we are able to accept Employee vouchers.
- Any child who is not entitled to any funding will be invoiced for the sessions they are attending.

#### **Admission of 2-Year-Old Children**

- We offer places to 2-year-old children provided we have sessions available
- If we are over-subscribed we aim to prioritise children entitled to 2 year old funding.