



## **Admissions Policy**

At Wallisdean, it is our intention to make Pre-School accessible to all children and families from all sections of the community. We offer a safe, stimulating and creative environment supporting all children and their families within the local area and beyond including those with SEND and Service children and families.

Our Pre-School is open term time only, Monday-Friday between 9-3pm for 39 weeks per year. We also offer wraparound provision from 7.30am until 5.30pm (5pm Fridays).

We accept the Government funding for 15 hour and 30 hour places for 3 and 4 year olds.

### **Applying for a place at Wallisdean Pre-School**

To apply for a place at our Pre-School you will need to complete a Registration Form. The form is available by request from the Pre-School. There is no fee to register your child.

It is recommended that you come and have a tour of the Pre-School and ask any questions you may have and find out about the availability of sessions. The Pre-School Manager will be able to confirm what days and times are available.

Upon receiving the completed registration form, a letter will be sent to parents confirming their child's sessions – if available.

Places are allocated on a first come first served basis. A waiting list will be held for oversubscribed places and parents will be contacted when a space becomes available.

Prior to children starting, parents will receive a welcome pack with all the important information included and dates for settling in visits will be confirmed.

### **Settling in visits**

The settling in visits will happen in the first week of the new term. On the first visit, the parent/child will spend time with their new key person, playing in the new environment. A second visit is recommended to allow children the time to play in their new surroundings with the comfort of their parent present.

Usually two visits are sufficient, however all children are unique, so if more visits are required we can book these in.

### **Applying for Year R**

All children at Wallisdean Pre-School will need to apply for their Year R place via Hampshire School Admissions by the January (before they go to school). Parents will be notified in advance on how to do this and the deadline dates. Children who attend Wallisdean Pre-School do not automatically get a place in Wallisdean Infant School.

### **Transitioning to Year R**

At Wallisdean, we have a seamless transition into Year R with transition sessions happening throughout the year. Pre-School half termly join up with Year R for Wellie Walks and Busy Time play, with Year R staff also coming in to play. Once Year R places have been allocated a roadmap of settling in visits, transition opportunities will be available.