



Mortimer Pre-School

St John's Hall, West End Road, Mortimer, Berkshire RG7 3TF

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Registered Charity No.287072

Policy statement

It is our intention to make our setting accessible to children (age 2+ >5 years old) from all sections of the local community. We'll aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

We have one main intake of children per year (in September in line with local schools), when there will be the most flexibility in session availability, however we do also have smaller intakes in January and occasionally after Easter.

We are unable to routinely offer places for mid-term starts unless exceptional circumstances such as the closure of other local pre-school / nurseries, a child moving to the area or exceptional family circumstances.

All our places and sessions are allocated as per the priority list below.

Allocation Priorities	Mortimer Catchment	Outside Mortimer
15 hours funded sessions to children aged 3 and 4 (DOB order)	1	6
15 hours sessions to government supported 2 year olds	2	7
Sessions to working families or invoiced 3 and 4 year olds (DOB order)	3	8
15 hours sessions to working families of 2 year olds	4	9
Invoiced 2 year olds	5	10

Note:

- Mortimer Pre-School reserves the right for discretion in offering either places or sessions to new or current children, which may not always follow the allocation of sessions set out above, e.g. especially in cases of Safeguarding or family welfare.
- In addition, our policy may take into account: Date of birth, proximity of the home to the setting, support for vulnerable families, length of time on the admissions list.

- Any increased session requests will be allocated to children already attending the Pre-School as per the priorities above before any offer of new places and sessions go out to new starters.
- Mortimer catchment is defined as per the school catchment for the Federation of Mortimer St John's Infant School and Mortimer St Mary's Junior School

We do not discriminate against a child or their family, or prevent entry to our setting, on the basis of a protected characteristic as defined by the Equalities Act (2010). These are: disability, race, gender reassignment, religion or belief, sex, sexual orientation, age; - pregnancy and maternity, and - marriage and civil partnership.

Funded Hours

We accept:

- 3 and 4 Year Old funding,
- Working families funding and
- Government supported 2 year old funding.

Please visit www.childcarechoices.gov.uk for more information regarding funding.

Funded hours can be off-set against any hours a child attends Pre-School.

Timings of applications and offers.

What are the deadlines?

Allocation of places and sessions will be reviewed at the beginning of the term prior to the requested start date of a child (eg. May for a September start and January for a requested Easter start).

Postponement of start date

It may be possible for a child to delay their start date by one term upon acceptance of a place, however, the Pre-School cannot hold any preferred sessions open, and session space will be allocated based on availability.

Reducing sessions.

On accepting a place at Mortimer Pre-School we will ask you to review and sign our Terms and Conditions. Any reduction of sessions is subject to a 6-week notice period.