



EARLY YEARS ADMISSIONS POLICY	
Reviewed by:	Andrew McCleave - Headmaster
Review Date:	September 2021
Next Review due:	September 2022

Early Years Admissions Policy

INTRODUCTION

Children are welcome to join our Nursery from the age of 2 years.

Admission is based on a variety of factors, which will include some, but not necessarily all, of the following:

- A visit to Ballard by the parent / guardian with the prospective pupil(s) to include a meeting with the Head of Pre-Prep, and the Nursery or Kindergarten teacher;
- A copy of the child's 2 year health check report, which will be considered by the Pre-Prep staff to ensure we can support the child;
- A written reference from the prospective pupil's previous nursery, playgroup or day-care centre. On occasion, a member of the Pre-Prep team may make a telephone call to a nursery, playgroup or day-care centre to clarify something in a reference or report;

Consideration of a place at Ballard is given to the number of children within the Early Years setting who may already need individualised support for any reason. The school has a Disability Policy which takes note of legislation regarding 'reasonable adjustments'.

A child's place may be reviewed, and potentially withdrawn, if information comes to light that was withheld at the time of the application that suggests that, even after the reasonable adjustments, we may not be able to support the needs of a child, whilst supporting the needs of other children within the Early Years setting.

Nursery Sessions

A minimum of two sessions on two separate days are required for those children aged 2 years. A minimum of three sessions over three different days are required for those children aged 3 years and over. Regular weekly sessions must be booked in advance for an entire term. A term's notice must be given in order to change weekly sessions, and before a child is withdrawn from Nursery or Kindergarten.

Early Years Funding Scheme

Ballard participates in the Government's Early Years Education (EYE) scheme, and offers parents the opportunity to claim up to 15 hours per week of free early years education. The free entitlement starts from the term after a child reaches their third birthday, and runs for six consecutive terms. Ballard also accepts Childcare Vouchers until the term after the child's fifth birthday.

Joining Reception

A Reception place is guaranteed for Kindergarten pupils providing we are happy to ascertain that the child possess a positive character and will:

- demonstrate an enthusiastic approach to School life;
- make the most of the opportunities afforded them;
- be kind and accepting of others;
- buy into the Ballard values.

Andrew McCleave
Headmaster

September 2021