



Admission Guidance Policy
 This file was edited using the trial version of Nitro Pro 7
 Buy now at www.nitropdf.com to remove this message

Policy Drafted by - Lucy Prew - Centre Head
 Date Drafted - 1st April 2013 (to be reviewed every three years or in the event of a change in management)
 Date(s) Reviewed -

INTRODUCTION

This is not a definitive policy but does comply with the legal framework set out in Section 84 of the School Standards and Framework Act 1998 and the subsequent Codes of Practice for Admissions and Appeals England and Wales.

1. Part-time Admission

We offer fee paying part time infant sessions, mornings or afternoons 07.00 – 13.00 or 13.00 – 19.00. Preference will be made to full time places.

All learning placements are fee paying with places for children in early years and prep classes payment fee from 8am – 3pm, Additional fee paying learning and play opportunities are available from 7am – 7pm.

2. Class Sizes

Class sizes vary upon the aged and needs of the group see below; If your child has a severity of complex behavioural, neurological or/and physical disability we may make arrangements outside of this guidance within fee arrangement for 1-1 or 2-1 staff member(s) in a developmentally appropriate group not chronological grouping.

Age	Room	Ratio	Places
Birth – nine months	Caterpillars	1 – 2.5 infants	8 or 16PT
Nine – sixteen months	Butterflies	1 – 3 infants	8 or 16PT
Sixteen – thirty six months	Frogs	1 – 4 toddlers	22
Three – Fouryears	Ladybirds	1 – 9 children	18
Four to five years	Bumblebees	1 – 9children	18
Five to seven years	Hedgehogs	1 – 10 children	20
SEN – two to seven years	Adventurers	1 – 4 children	12
SEN – seven to eleven years	Climbers	1 – 4 children	12

3. Preference

Places are given on a first come first served basis, to open places. Each group has a waiting list, we advise parents of siblings to place child's name on said list for place to be made available on child coming of age.

4. Contact

To discuss placement, arrangement and facilities Centre Head – Lucy Prew – Email enquiries@birthandbeyondgroup.com

To make an appointment to view the centre, meet with the head or place a child's name on waiting list contact Administrator -