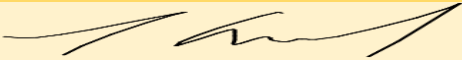





Comper Foundation Stage School
Daycare Admissions Policy
2021-2022

Updated:	June 2021	
Review:	June 2022	
Signed CoG		Date: June 2021
Print CoG	JESPER EKELUND	Date: June 2021
Signed HT		Date: June 2021
Print HT	CATHERINE KING	Date: June 2021



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Headteacher: Catherine King



The purpose of Comper Daycare provision is to assist the largest number of families possible and to maximise places so that the provision is financially viable whilst catering for the needs of the whole community.

Daycare is an all-year round provision. All contracts will be based on 50 weeks of provision, unless your child receives government funding for their place.

Between the hours of 8.45am – 3.00pm our Daycare is registered for up to 26 children per session aged two and three.

Term Time - Daycare is open from 7.45am to 5.30pm.

School Holidays – Daycare is open from 8.45am – 5.30pm.

Sessions

7.45am – 8.45am – Breakfast Club (Term Time only)

8.45am – 11.45am - Half day morning session

12.00pm – 3.00pm – Half day afternoon session

8.45am – 3.00pm – Full day session

3.00pm – 5.30pm – After School Club

Admissions

Admission to the daycare is obtained by completing an application form. If there is a space, you will be offered it immediately (based on admissions criteria). If there is not yet a place available, your child will be placed on the waiting list.

Before children can be registered with us, we must see their birth certificate and proof of address. If they are to be placed on the waiting list, we will also require a non-refundable deposit of £50.

Children may be registered from birth.

Comper welcomes applications from all children as detailed in the equal opportunities policy.

Availability of places will take into account the staff/child ratios, the age of the child and registration requirements. For children aged two we work on an adult/child ratio of 1:4. For children aged three and above we work on an adult/child ratio of 1:8.

Children are required to attend at least **two sessions** per week during the school hours of 8.45am – 3.00pm.

When more applications are received than there are places available, children will be added to the waiting list and given a place following the priority criteria below:

1. Children we care for (Children who are looked after by the local authority)



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2. Children who have named our school on their EHCP or Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010
3. TYE funded children, based on our criteria for admitting TYE children. See separate criteria.
4. Children who have siblings in Comper school.
5. Children who have siblings in SSMJ School
6. Those children that live within an OX4 postcode
7. Those children that have been on the waiting list the longest

Criteria for Funded Two Year Olds (TYE funding)

We offer 10 places for children eligible for two year old funding. Places are offered against the following criteria:

1. **Children we care for (children who are looked after by the Local Authority)**
2. **EHCP or Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.**
3. Children who have siblings in Comper school.
4. Children who have siblings in SSMJ School
5. Those children that live within an OX4 postcode
6. Those children that have been on the waiting list the longest