

PL-02 ADMISSION POLICY STATEMENT



I. POLICY STATEMENT

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair, and clearly communicated procedures.

II. ADMISSION PROCESS

Each prospective BEST family must take the following steps to complete the application process:

2.1. Parent Visit

Parents/carers are required to begin the admissions process with a private tour of the school. Private tours of the school can be scheduled directly with: Head of Preschool

[Click here to register for a tour.: https://bestpreschool.ro](https://bestpreschool.ro)

Access will be granted based on prior appointment with the Head of Preschool.

2.1.1 Health and Safety Measures for Visitors to our Preschool

Visitors are kindly asked to show their ID at the entrance and sign in.

During state of alert, we allow access only to visitors who wear a mask which covers the mouth and nose. On arrival, all the visitors are kindly asked to use hand sanitising and disinfection mats.

Visitors will have their temperature checked before access is permitted into the school. If their temperature is higher than 37.3 °C, the visitor will be directed to a waiting area for a second check. Those who still have their temperature showing over 37.3 °C, will not be admitted and advised to consult their family doctor.

There will be a dedicated entrance for access into the kindergarten and leaving the campus. Visitors will be allowed to enter an office one at the time, respecting the social

distancing rule. The remaining visitors will wait outside, keeping the required social distance.

Wearing a face mask is always mandatory in the kindergarten premises and the social distance rule of a minimum 2m must be respected.

2.2. Application

Interested parent / carer contacts must apply for their child, with attention to: Admissions with the non-refundable registration fee.

<https://bestpreschool.ro/contact/>

The parents will receive an application reference number and, they must complete GDPR Information Note and GDPR Agreement

When the parents have received this number, the school management will email the date and time of the admission session for which their child is registered.

For any additional information, parents/carers can contact the Office Manager of the preschool at the following email address: office@bestpreschool.ro

2.3. Parent Interview/Children's Visit

Parents and children meet with the Head of Preschool for an informal discussion of classroom procedures, outdoor concept, expectations, motivators, and objectives.

The Head of Preschool informs them about the Policies and Procedures folder (*which is always kept in the Head's Office*) and explains that these are the terms on which childcare is provided and that the agreement to care for their child is subject to them.

2.4. Notification

After viewing, the parent/carers will be given an 'Enquiry of Interest' form to complete and return if they have not already done so; a copy of the contract to be completed and returned. Upon receipt of the contract, it is sent to the Group's Legal Team, signed by the CEO, and returned to the school.

The Admission Committee makes the decisions on a rolling basis throughout the school year as spaces become available. Parents will receive a response approximately 1 month after receipt and 2 months before the child is due to start, either offering a place or saying that there is no place available. When a place is accepted: - the (*non-refundable*)

deposit; signed acceptance form and Childcare Agreement are sent to the parent/carer, plus a letter inviting the parent/carer to bring the child in for a visit at the end of the term prior to the child starting.

The **Admission committee** takes the admission decision, has the role of:

- validating the correctness / preparation of the documents, certifying the correctness of the selection process, solving the appeals received within 48 hours, and is composed of the functions below:
- Head of Preschool
- Office Manager
- Paediatrician
- Legal advisor

2.5. Waiting List

Information on the waiting list will be sent if needed. We arrange our waiting list on a *'first come, first serve'* basis. In addition, our policy may consider the following:

- siblings already attending the setting.
- alumni's children.

We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. We will provide translated written materials where language needs of families suggest this.

Parents/carers who have been on the waiting list the longest will be given extra weight, when a place becomes available. The academic calendar begins in September and ends in June.

Children enrolling in the BEST Preschool programme must be aged:

- **Pre-Nursery** - Acorns – 2 years by September 1st
- **Foundation 1 (Nursery)** - White Oaks – 3 years by September 1st
- **Foundation 2 (Reception)** - Red Oaks – 4 years by September 1st
- **Foundation 3 (Year 1)** - Green Oaks – 5 years by September 1st

III. COMPLETE PAPERWORK / DOCUMENTS

Parents must complete the forms listed below, show the original copy, and return them to the Head Office prior to the enrolment date.

Standard Medical Record
Vaccination certificate
Child's Birth certificate or passport (original & copy)
Food allergy emergency plan (registration form)
Emergency contact information (registration form)
GDPR Information Note and GDPR Agreement
Authorised Person Collection Form

After Masterange sign, we post the parents a copy. We are unable to accept incomplete paperwork.

IV. Class organisation

Pre-Nursery is for children who are 24 months old by 1st September in the year of entry until 3 years

Foundation 1 (Nursery) is for children who have turned 3 years of age by 1st September in the year of entry until 4 years

Foundation 2 (Reception) is for children who have turned 4 years of age by 1st September

Foundation 3 (Year 1) is for the children who have turned 5 years of age by 1st September

Learn more about our Preschool Curriculum

- Our ability to provide facilities for the welfare of the child.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations, and other carers, including

childminders.

- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

IV. ADMISSION REGISTER

For each pupil, in BEST Preschool the admission register must contain:

- name in full.
 - sex; this should be the birth sex unless the person has obtained a gender recognition certificate (not available in England under the age of 18).
 - all known addresses for the parents and pupil and an indication of where the pupil usually lives.
 - at least one telephone number at which the parent with whom they normally live can be contacted in an emergency; preferably two telephone numbers 'where reasonably possible' for each pupil; extra steps may be required to ensure there is more than one contact for pupils with fewer than two parents/carers.
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- day, month and year of birth.
 - day, month and year of admission or readmission to the school.

- name and address of the school last attended, if any.
- the name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

The name of a pupil will be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils, the expected first day of attendance is the first day of the school year.

In Romania there are no regulations about when pupils can be deleted from a school register. BEST Preschool does not off-roll a child without good reason or without considering the child's welfare.

For keeping the registers updated, teaching and medical staff:

- register entries must be in ink and any amendments must show the original and amended entries, the reason for the amendment, the date of amendment and the name of the person making the amendment. A computerised register counts as being in ink.
- computerised registers must be backed up regularly
- all registers (whether computerised or in hard copy) must be retained for three years.

Name of signatory:

Role of signatory: **Administrator**

Name of signatory:

Role of signatory: **Head of Preschool**

