

Admissions

Policy Statement

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

Procedures

We carry out the following procedures to ensure we meet these key commitments below, which incorporates responding to child protection concerns.

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We accept Expression of Interest Forms by hand, via email or post. Completed forms are dated the day they are received in the office.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, and if possible, is provided in different community languages.
- We hold two intake lists (due to adult-to-child ratios):
 - children aged 2 and
 - children aged 3+
- Our main intake is at the beginning of the Autumn Term each year (September).
- In addition, places may be taken up at any time within the school year, dependant on availability. However, we aim for children's start dates to fall in line with school terms or half-terms.
- An 'Intake' List is primarily held for children who are old enough and able to start each Autumn.
- A secondary 'Intake' List is held for children who are not old enough to start in the Autumn Term, i.e. those children who turn two during the school year. These places will be held in order of 1) date of birth and 2) date Expression of Interest Form is received. In this instance, early receipt alone of an Expression of Interest, does not guarantee a place.
- In addition, our policy may take into account the capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with the Local Authority offering 15 - 30 Early Years Entitlement funded hours to those parents who are eligible.
- EYEF can be used between the hours of 9.00 am to 3.30 pm. It cannot be used for Breakfast Club or Early Bird Sessions.
- We ask for a voluntary contribution towards a 'Consumables and Extra Activities Charge' for all children in receipt of Early Years Entitlement Funding.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations, and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity, or competence in spoken English.



- We support children and/or parents with special educational needs or disabilities to take full part in all activities within our setting.
- We share and promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs (done via parent questionnaires).
- 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.
- Sessions booked remain consistent throughout the term. Even if the child does not attend, charges will still apply, i.e. due to illness, holidays or parents working pattern.
- We ask all children to attend a minimum of 2 sessions over 2 days to help develop relationships and a pattern of continuity.
- Failure to comply with the Terms and Conditions may ultimately result in the provision of a place being withdrawn.
- School place: children will be taken off our registers once a school place has been offered. School age children who may defer will not be allocated pre-school place automatically but are welcome to re-apply.

This policy was adopted by:

Madley Pre-School

On:

February 2025

Date to be reviewed:

February 2026

Signed on behalf of the provider:

Name of signatory:

Fiona Batstone

Role of signatory:

Manager

