



Admissions Policy

Policy Statement

Our setting is open to all members of the community. We base our admissions policy on a fair system and do not discriminate against a child or their family, or prevent entry to our setting on the basis of colour, ethnicity, religion or social background or sexual orientation. We do not discriminate against a child with a disability or refuse a place in our setting relating to disability, providing that we can meet the needs of each individual child that we offer a place to.

Procedures

We operate a Waiting List system and require a non-refundable, £50 'Holding Fee' which is deducted from the first fee invoice. The Holding Fee is applicable to all non-funded children with a *confirmed* place with us. Children are able to join us at the earliest age of 2yrs. The waiting list is prioritised as follows:

1. Sibling admissions (in order to continue established relationships and provide consistency for families already known to us)
2. Local funded children (in order to serve those 'on our doorstep' and the community around us)
3. Local children (as above)
4. Other

Please Note: The date that a 'Register of Interest' form is submitted will carry weight within each category. A child's date of birth and their eligibility for government funding shall also be considered as part of our compliance with the Free Early Education Entitlement (FEEE) and the 2yr old funded programme.

Contacting Applicants – All reasonable means shall be used to contact families on the waiting list using the information you have provided us with. If however there is no response from these attempts we shall inevitably move on to the next person on the waiting list.

Period of notice – Applicants shall be informed of when a place becomes available for their child as soon as possible and usually no later than six weeks before their start date. Due to the nature of family life, sometimes places become available un-expectedly and in this case applicants shall be given the opportunity to join earlier than scheduled depending on DOB.

Once contact has been made and sessions offered and agreed, an e-letter will be sent confirming your child's place with us, their sessions and start date. It shall include other important information about Pre-school Fees and general procedures.

Please note: a confirmed place will not be offered until we have met both the child and their main care giver.