

## Admissions

### Policy Statement

The Pre-School aims to ensure our setting is accessible to all children aged 2 to 5 years and their families from the local community.

### Procedures

- \* We operate a waiting list system that is arranged in birth order once completed registration forms have been received.
- \* No charges are made to register your child on to the waiting list
- \* We are registered for the government free funding entitlements both working families and LA funded spaces.
- \* We welcome and encourage families to visit the setting with their child(ren) prior to registering in order to familiarise themselves with the Pre-School and the team.
- \* Families are contacted by email to advise when their child is being offered a space at the Pre-School.
- \* We describe our setting and practices in terms that it clear that is welcomes; fathers, mothers, carers, childminders and other relations.
- \* We hold stay and play sessions before your child starts at the Pre-School.
- \* We endeavour to accommodate and be flexible with parents requests – however these are not always possible.
- \* We offer parents to pay a £10 fee to secure their child's space to start the following September – their child will then receive a Pre-School crew neck T-shirt when their child starts.

**This policy was adopted by**  
**Position within the Pre-School**

**Katy Platt**  
**Manager & nominated individual**