



Admissions policy

Statement of intent

It is our intention to make our pre-school accessible to children and families from all sections of the local community. We arrange our waiting list to make admissions a fair and equal process. All admissions are under the discretion of the committee.

Aim

We aim to ensure that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures.

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible - in written and spoken form.
- We accept children from the age of 2 years and up to 4 years and 11 months.
- We have two intakes during the year in September and January.
- When allocating places priority is given to children that already attend the pre-school.
- Our waiting list is arranged by date, in order of completed and returned registration forms and places are offered in order of the waiting list. A space is officially booked when the deposit is paid by the due date.
- Children are entitled to government funding (government terms and conditions apply) the term following their third birthday. The committee does, however, reserve the right to limit the number of free places available to enable a fair number of places to be allocated to paying places.
- If it is financially viable, we keep one place vacant for emergency admissions.

March 2011

Signed on behalf of the pre-school