



8- Admissions Policy

Policy Statement

Our Pre-School is committed to being genuinely accessible to children and families from all sections of the local community. We strive to ensure fair, open, and clearly communicated admissions procedures so that all families have equal access to our setting.

Admissions Procedures

To achieve inclusivity, we will:

- Ensure the Pre-School is widely known in local communities.
- Advertise in locations accessible to all, using multiple languages where appropriate.
- Arrange our waiting list by date of birth. If two children share the same birth date, they will be placed in order of application date.
- We're happy to welcome all families who would like to use their funded childcare hours with us, and we make sure everyone has an equal opportunity to join.

Priority Admissions

Priority will be given to:

1. Children or families referred by professionals/social services due to identified special needs.
2. Children of Pre-School committee members or staff.
3. Children already on the register requiring a change of or additional sessions, or moving into a different funding stream.

Setting Information

- Operating Days & Hours: Monday to Friday, 9:00 AM – 3:30 PM.
- Session Lengths: 3, 6, or 6.5 hours per day.
- Term-Time Only: 38 weeks per year.
- Age Range: Children from 2 years old until statutory school age.
- Capacity: 30 places per session. Children must attend a minimum of 3 and a maximum of 10 sessions per week.
- Under-3s Capacity: Up to 15 children per session, subject to staffing ratios (1:5).
- We may keep a vacant place (if financially viable) for emergency admissions.

Free Early Education & Childcare Entitlement

Under the Government scheme, eligible parents/carers are entitled to:

- 15 or 30 hours of free childcare per week over 38 weeks (570 or 1,140 hours annually).
- Hours can be taken across five days of choice in blocks of 3, 6, or 6.5 hours per day (subject to availability). If preferred days are unavailable,

alternatives will be offered where possible.

- Parents/carers are not required to purchase additional hours to access their free entitlement but may do so if needed.

Additional Paid Childcare Hours:

Parents/carers who wish to purchase extra hours beyond their free entitlement will be charged as follows:

- £23 per session for 3 & 4-year-olds (£7.67 per hour).
- £26 per session for 2-year-olds (£8.67 per hour).
- For children staying beyond their funded entitlement. We offer an optional 30 – minute session from 3:00pm to 3:30pm, charged at £5.00

Additional Charges:

- We kindly request an optional contribution of **50p per session** to help cover the cost of snacks provided. If you prefer not to contribute, you are very welcome to send your child in with a piece of fruit.
- There are no extra charges for nappies or wipes, as these must be provided by parents/carers.

Inclusive Practices

We strive to ensure our setting is welcoming to:

- Fathers, mothers, guardians, childminders, and extended family members.
- People from all cultural, ethnic, religious, and social backgrounds.
- Families with or without disabilities.

Our policies and practices promote:

- Respect and understanding of differences, including gender, family structure, class, religion, ethnicity, and spoken English proficiency.
- Fair monitoring of gender and ethnic diversity to prevent accidental discrimination.
- Valuing Diversity and Promoting Equality, which we share widely with families.

Flexibility & Attendance

- We consult with families on our opening times to accommodate diverse needs.
- We offer flexible attendance patterns, ensuring children's stability within the setting.
- Term-time holidays are not granted unless in exceptional circumstances.

Terms & Conditions

Failure to comply with our terms and conditions may result in the withdrawal of a place.

This policy was agreed by the committee via email on 17th November 2025. (Date)

Signed on behalf of the preschool...



(Chair)