

***This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.***



## Admissions Policy

Woodlands Pre-School accepts all children between the ages of 2 and 4 years 11mths. We aim to make our setting accessible to all families and children from all sections of the local community and ensure the pre-school is advertised in places accessible to all.

After an initial inquiry, an application to join letter is sent/emailed to the interested party. This needs to be completed and returned to the setting. The form will include basic information regarding the child as well as what days or hours the parents/carers would like the child to attend. Once this form has been received a letter / email is sent to inform the parent / carer that their child is on the waiting list.

The waiting list is reviewed at the beginning of each half term to determine how many places are vacant for the following half term. For example in September places for November will be determined and places for January will be reviewed in November. This will ensure that a parent will have a minimum of 6 weeks' notice for their child to start. Parents will be contacted 6 weeks prior to their start date to invite them to visit the setting with their child and to discuss their settling in visits.

All places from the waiting list are allocated on an individual basis taking account the individual needs of each family. Listed below are the criteria which we use to help allocate places:

- Availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements for the setting. **(This is and will always be the first criteria) The following criteria are based on how we deem it necessary to allocate places individually and will not necessarily be in the order listed below.**
- Availability of hours – full time requirements will take priority over part time.
- An increase of hours to a child registered to receive EYE funding up to a maximum of 15hrs.
- Siblings – if siblings are registered with us they will take priority
- Children that we are made aware of being “at risk” or in contact with Social Services or referred by another agency (e.g. Health visitor, physiotherapist etc).
- Any child who moves into the area and is due to commence primary school in the current academic year.
- Our Equal Opportunities Policy will also be considered with regards to allocation of places.

*“For I know the plans I have for you... plans to give you hope and a future.” Jeremiah 29:11*

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Each and every case will be looked at individually by the pre-school supervisor to decide who and how the places will be allocated. Each allocation will be confidential and at the discretion of the supervisor.

Children who attend Woodlands pre-school have no right of access to a place at Ruishton Primary school and this is made clear in our initial letter and Prospectus.

November 2018

Review September 2019