



APPLICATION TO JOIN MOULTON PRE-SCHOOL

“Moulton Pre-school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.”

Name of ChildDate of Birth.....

Name of parent 1 with whom the child lives

Name of parent 2 with whom the child lives

Do both the above have parental responsibility? **Yes/No** (delete)

Address.....

Post Code

TelephoneMobile.....

Email addressAre you happy to receive correspondence by email? **Yes/No** (delete)

(If applicable) Name of parent with whom the child does not live.....

Does this parent have parental responsibility? **Yes/No** (delete)

Does this parent have legal access to the child? **Yes/No** (delete)

Address.....

Post Code

TelephoneMobile.....

Please list the names and dates of birth of any brothers and sisters

Are there any allergies, medical conditions or dietary needs, we should be aware of? **Yes/No** (delete)

If yes please give brief details.

What is the main religion in your family?

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?

What language(s) is/are spoken at home.....

If English is not the main language spoken at home, will this be your child’s first experience of being in an English-speaking environment? **Yes/No** (delete)

Please tick your child's ethnicity.

White British		Asian – Indian	
Other White and European		Asian – Pakistani	
Gypsy Roma/ Irish Traveller/ Other		Asian – Bangladeshi	
Mixed Heritage		Asian – Any Other Asian Background	
Black – Caribbean Heritage		Chinese	
Black- African Heritage		Any other minority ethnic group	
Black – Other		Refused/not known	

Does your child have any special needs or disability? **Yes/No** (delete)

Details.....

What special support will he/she require in our setting?

.....

Does your child attend any other form of education or day care; Nursery, Pre-school, childminder, etc? **Yes/No** (delete)

If yes please give details

.....

I/We would like my/our child to join Moulton Pre-School as soon as possible from: **(Pease state the month and year)**

.....

On the following sessions: **12.15 finish**
(Please tick appropriate boxes)

2.15pm finish for over 3 years
(Please tick appropriate boxes)

Monday mornings

Monday mornings

Wednesday mornings

Wednesday mornings

Friday mornings

Friday mornings

If I/we find that I/we no longer require the place, I/we will notify the Pre-School as soon as possible.

Signature of parent(s): Date

..... Date.....

Please return this completed application form to:

**Admissions Secretary
Moulton Pre-School
Moulton Village Hall
Bridge Street
CB8 8SP**

MOULTON PRE-SCHOOL Admissions Policy

Moulton Pre-school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.

It is our intention to make our pre-school genuinely accessible to children and families from all sections of the local community. We aim to ensure that all section of our community have access to the setting through fair and clearly communicated procedures. In order to accomplish this, we will:

- Ensure that the existence of the pre-school is widely known in all local communities.
- Ensure that information about our setting is accessible, in written and spoken form and where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- Arrange our waiting list in date of birth order. Should the waiting list be full the committee may take the following into consideration when making a decision about entry into preschool.
 - The vicinity of the home to the setting:
 - Siblings already attending the setting.
 - Length of time on waiting list.
- We offer funded places in accordance with the Code of Practice for Suffolk County Council and any local conditions in place at the time.
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.

MOULTON PRE-SCHOOL

Admissions Procedure

Moulton Pre-school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment

Moulton Pre-school is open to every member of the local community for children between the ages of 2½ and 5 years. A child is offered a place at pre-school from the half term in which their two and half birthday falls, when a place becomes available.

Any parent/carer wishing to register their child for a place at the pre-school will need to submit a Registration Form which is found on our website (www.moultonpreschool.org) or by contacting our Admission Secretary. This must be completed and returned. On receipt of this, a Confirmation Letter will be sent notifying the parent/carer that their child is on the waiting list, which is arranged as per our admission policy.

The pre-school will review its waiting list within the first two weeks of each term (September, January, and April) and then a letter offering the child a space or a letter informing the family of any other decision will be sent out.. This offer will need to be accepted within two weeks by returning the slip.

Once the accepted slip has been received a Confirmation of Places letter will be sent out detailing the next steps and the play leader will contact you to arrange a visit before the end of the term, to which you will need to bring your enrolment form.