

## Moulton Pre-School – Admissions Policy & Procedure

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<b>Approved and signed by:</b>	Moulton Pre-School Committee
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## 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**  
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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. It is Pre-school policy that parents request a minimum of two days in the setting per week.

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](http://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 Manager will contact you to arrange a visit before the end of the term, to which you will need to bring your enrolment form.