



Charity No. 1032436



**Admissions Secretary
Moulton Pre-School
Ashley Hall
High Street
Moulton
CB8 9DX**

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 Child.....

Date of Birth.....

Name of parent/s with whom the child lives

1.....

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

2.....

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

Address.....

.....

Post Code

TelephoneMobile.....

E mail address

Name of parent with whom the child does not live

1.....

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

Address of this parent

.....

Post Code

TelephoneMobile.....

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

Please list below 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?
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)

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

Details.....

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

.....

I/We would like my/our child to join Moulton Pre-School as soon as possible from:-

On the following sessions:
(Please tick appropriate boxes)

Monday mornings

Wednesday mornings

Friday mornings

Please find enclosed my registration fee of £5.00. I understand that the registration fee does not guarantee a place. A further £15.00 will be requested when you accept a place. If I/we find that I/we no longer require the place, I/we will notify the Pre-School as soon as possible. The registration will only be refunded if we can not offer you a place.

Signature of parent(s): Date

.....Date.....

Please return this completed application form together with your cheque for £5.00 (made payable to Moulton Pre-School) to Admissions Secretary at the above address.

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 (As the pre-school belongs to the Suffolk Directory of Providers, one of the stipulations is, priority is given to children who are government grant funded) 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.
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions
- Describe the pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including child minders, and people from all cultural, ethnic, religious and social groups, with and without disabilities
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place
- Make our equal opportunities policy widely known
- Consult with families about the opening times of the pre-school to ensure we accommodate a broad range of family need.
- Be flexible about attendance patterns so as to accommodate the needs of individual children and families providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Continue to consult local parents to ensure that the group goes on meeting the changing needs of the local community.

***This policy was adopted at a meeting of the pre-school held on
.....(date)***

It will next be reviewed in September 2010.

Signed on behalf of the pre-school

MOULTON PRE-SCHOOL

Admissions Procedure

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 with a registration fee of £5.00. 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 along with a £15.00 administration fee (which includes a book bag)

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.