



## ADMISSIONS POLICY

It is Bolnore Village Pre-School's intention to make our Pre-School genuinely accessible to children and families from all sections of the local community. In order to accomplish this we will:

- Ensure that the existence of the Pre-School is widely known in the local communities. We will place notices advertising the Pre-School places where all sections of the community can see them
- Describe the Pre-School and its practices in terms which make it clear that it welcomes both fathers, mothers, other relations, other carers, including child minders and other people from all cultural, ethnic, religious and social groups with or without disabilities
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place
- Consult with families about the opening times of the Pre-School to avoid excluding anyone
- Be flexible about attendance patterns so as to accommodate the needs of all.

In the event of the Pre-School being over-subscribed a waiting list will be put in place.

The admissions criteria will ensure priority is given to children starting school the following September and subsequently to those who have been on the waiting list for the longest period of time. Families who are not successful in securing a place for their 2 year old, will get priority when allocating sessions the following year.

The management reserves the right to use their discretion when considering each individual case, taking into account all circumstances when allocating places to children on the waiting list.

- The morning sessions will be for children aged 2 years to 5 years
- The afternoon sessions will be for children starting school the following September (rising 5's).
- Lunch club will only be offered to children staying all day (attending both the morning and afternoon session).

To secure a place, the parent/carer must complete and return a registration form along with a £5 registration fee. The sessions requested on the form can not be guaranteed, however the preschool will do their best to allocate the chosen sessions whenever possible.

Confirmation of a place and details of the sessions allocated, will be sent via email 8 months prior to the start date. Usually in the January for a September start date.