

# Poppets Pre-School

## Admissions Policy

### **Aims:**

Our pre-school aims to provide an open and fair admissions system, which promotes our pre-school and ensures that we are accessible and inclusive to all sections of the community.

### **Objectives:**

We adhere to our equal opportunities policy at all times and ensure that all who use the pre-school are treated equally and fairly. Our pre-school will be advertised through out the local community and we will endeavour to communicate our policy into additional languages where required.

### **Admissions criteria:**

We operate a waiting list for all places in the pre-school. We will at all times ensure that we do not exceed our registration requirements, with regard to the number of children we are permitted to care for at any one time. The following criteria will be used to determine which children should be offered places, as and when a vacancy becomes available:

- Looked after children (children who are looked after by a public authority and are in public care.)
- Siblings of children already attending our pre-school.
- Exceptional family, social and medical needs (which must be verified by professionally supported evidence.)
- Length of time on the waiting list from the date of registration.

### **Admission procedure**

We will follow this procedure when offering places to new families -

- Parents will be requested to complete a registration form to show their interest in a place. Their child will then be placed on the waiting list.
- When a place becomes available a phone call will be made to the family to offer sessions and agree a suitable time for the family to visit/meet key person etc.
- The relevant forms will then be sent to the family, to be returned before the child starts, along with a deposit of £150.
- We aim to contact parents a month before the start date, where possible.

**This policy was adopted on: ..... (date)**

**Signed on behalf of the pre-school: .....(owner)**

**Date for review: August 2026 (annually)**