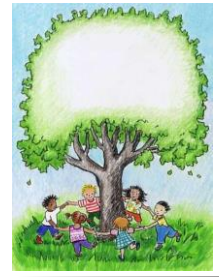




Heathwood Pre-School



Admissions Policy

Heathwood Pre-School offers education and care for children aged from 2 years and 6 months to 4 years. We are registered with Ofsted to take a maximum of 24 children per session. We recommend that children attend a minimum of two sessions per week. It is our intention to make our Pre-School accessible to children and families from the Leighton Buzzard and surrounding areas. We aim to ensure that all sections of our community have access to our Pre-School through open, fair and clearly communicated procedures.

Procedures

- We make information about our Pre-School available in written and spoken form and, where and if required, we will attempt to provide that information in different languages or through signing or an interpreter.
- We welcome mothers, fathers and other carers such as childminders, grandparents, step parents and other relations/carers.
- We will meet the needs of anyone enquiring about, or attending the Pre-School having regard to their gender, special educational needs, disabilities, social background, religion, ethnicity and/or those with English as a second language.
- We encourage and enable all children and families to take part in the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of local social diversity.
- We make our Equal Opportunities policy available along with all other policies.
- We are flexible with attendance patterns to accommodate the needs of individual children and their families, providing these do not disrupt the continuity in the setting which provides stability for all the children.
- We offer places for new starters on a termly basis, with mid-term start dates available on an ad-hoc basis where there is availability.
- All children wishing to attend the Pre-School should be registered as soon as possible so that they can be placed on our waiting list.
- Places will be confirmed via personal letter in the term prior to their starting date.
- We may sometimes be oversubscribed and will have the need for a waiting list. We arrange our waiting list in birth order and then adhere to the criteria set out as follows:
 1. Children in receipt of universal nursery education funding.
 2. Children who have siblings already attending Pre-School/School.
 3. Children who are already attending.
 4. Children who live within the immediate locality.
 5. Length of time on the waiting list. (This is based on receipt of registration form and may override birth order when appropriate).

We endeavour to offer places to all children who apply to us. Where a place is not available for a child we will maintain them on our waiting list. We have a limited number of 30 hour places available which are offered to children who are already attending the pre-school or have a sibling already attending the school.

This policy was adopted by Heathwood Pre-School on 24th March 2020

Signed*Mrs Elaine Dicocco*.....

Evaluated and Reviewed January 2021