



Admissions Policy

Statement of Intent

It is Barnett Wood Pre-School's (BWPS) intention to be accessible to children and families from all sections of the local community. We aim to ensure that everyone has access to the setting through open, fair and clearly communicated procedures.

Policy

- The setting operates a waiting list. Parents can be added to the waiting list by completing a form on the Pre-School website.
- Once their form has been processed parents will receive a confirmation email.
- Children are offered a place to start at BWPS from the September after their 2nd birthday. Should a parents/carer not wish their child to start then, they can remain on the waiting list. Admissions may take place at other times during the academic year, but only if spaces are available.
- The setting ensures that information is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- The setting arranges its waiting list using the following criteria:
 - Looked after children (or where a safeguarding request is made by Surrey)
 - Children whose sibling(s) are attending or have attended the Pre-School
 - Children living within Ashted (KT21 postcode)
 - Date order of applications received
- BWPS does not request any information regarding the needs, background or religion of children prior to offering them a place at the setting, and as such cannot discriminate either accidentally or deliberately. However, with discussion with the parents/carers, we take into account the capacity of the setting to meet the individual needs of the child if this becomes apparent during the registration process.
- Every effort will be made to accommodate families with looked after children.
- The Pre-School starts to offer out places in the Autumn term for the following years intake. Initial contact is made via phone/email.
- The setting accepts children who are eligible for Funded Early Education for Two-Year Olds (FEET) funding and Working Parent Entitlement Funding.
- Where a place is offered to a sibling and the place is declined with a request made to remain on the waiting list for a place later in the year, the preschool will place the child back on the waiting list, but sibling priority will be removed.
- Once a parent/carer has been offered a place, they will be required to complete a registration form for their child and will be invited to make an appointment for a show-round.
- Where a parent/carer indicates that they are eligible for FEET funding or Working Parent Entitlement funding, the setting is required to confirm eligibility before confirmation of a funded place can be made.
- Upon confirmation of a place at the setting, parents are asked to pay a non-refundable registration fee to secure their place. If a child is eligible for FEET funding, they are exempt from this charge after they have proved their eligibility.
- Parents/carers will be invoiced for their child's fees approximately two months before the start of each term. This must be paid within 30 days of the invoice date.
- Children at the setting are required to have a Barnett Wood Pre-School book bag and change bag. These are available to purchase from the preschool. Second-hand items may be available.
- The setting, and its practices, are welcoming and it is made clear that fathers, mothers, other relations and carers are all welcome.
- The 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.

- The setting supports children and/or parents with disabilities (see Equal Opportunities and Inclusion Policy for further details).
- The setting's values of diversity and equality are widely shared and promoted.

Policy written July 2024