



# Barnett Wood Pre-School

## 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 preschool website. Should families require support with this they are asked to contact the preschool via phone for support with this.
- 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 2<sup>nd</sup> birthday. Should a parent/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 Ashtead (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 consider 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 preschool 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 and the place is declined with a request made to remain on the waiting, the preschool will place the child back on the waiting list for a place in the Butterfly room, should one arise, but sibling priority (if applicable) 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 deposit to secure their place. If a child is eligible for FEET funding, they are exempt from this charge after they have proved their eligibility. Deposits are deducted from the settings advance fees, however if the child fails to start at the preschool the setting will retain the deposit.
- 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. Families will be given the option to borrow a second hand bookbag and change bag from the setting for the duration of their child's time at the preschool, or there will be an option to purchase new items from the setting.

- Barnett Wood Preschool is welcoming, and it is made clear that fathers, mothers, other relations and carers are all welcome.
- The preschool operates 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.
- Barnett Wood Preschool supports children and/or parents with disabilities (see Equal Opportunities and Inclusion Policy for further details). The preschool's values of diversity and equality are promoted.

**Policy written November 2025**