



Admissions

March 2024

At Elsworth Pre-School we care for children between the ages of 2 years 9 months and 5 years. The numbers and ages of children admitted to the pre-school comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff child ratios and the facilities available at the pre-school.

The pre-school uses a first come first served approach to offering childcare. A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability.

We operate an Inclusion and Equality policy and ensure that all children have access to pre-school places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents/carers.

Prior to a child attending pre-school, parents/carers must complete and sign a contract and registration form. These forms provide the pre-school with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental/carer responsibilities, dietary requirements, collection arrangements, fees, and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent, and vaccinations etc.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the Code of Practice) must offer free places for two to five-year olds for early learning sessions specified by the local authority. At Elsworth Pre-School we currently provide free funded places available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance.

Please note for admissions for the free early years education we have a termly intake, beginning the term following your child's second/third birthday. Sessions can be invoiced prior to this time. All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible, with availability and staffing arrangements, we will accommodate your wishes.

Adopted on:	21 st March 2024
Adopted by:	Sophie Mills, Interim Pre-School Manager Hannah Holland, Chair of Trustees
Next Review Date:	21 st March 2025

