

Hemingford Grey Pre-school Policy: Admissions

Date last reviewed and approved:	September 2025
Due for Review:	September 2026

Hemingford Grey Pre-school aims to enhance the learning and development of children aged two years six months until the start of their primary school years.

We are committed to providing equal opportunities to learn in a safe and stimulating environment. We will not exclude any child on grounds of gender, disability, ethnic origin or religion.

We aim to ensure that all sections of our community have access to the Pre-school through open, fair and clearly communicated procedures.

Procedures

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of Hemingford Grey Pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Pre-school is accessible, in written and spoken form. Where necessary, we will try to provide information in other formats and languages, if required.
- We arrange our waiting list in date of birth order. In addition, the Early Years Leader may take into account the following: the vicinity of home to Pre-school, nearest the pre-school as measured by a straight line and siblings already attending the Pre-school or School.
- Once children have started at Pre-school their place is secure and cannot be taken by a waiting child, even if he/she is older.
- In any situation of over-subscription the Early Years Leader in liaison with the Headteacher must make the final decision. This will be based on the child's date of birth with the oldest children taking priority.
- We describe our Pre-school and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.

- We consult with families from time to time about the opening times of the Pre-school to ensure that we accommodate a broad range of family need.
- We strongly recommend a minimum of 2 sessions when considering a child joining the Pre-School to support transition. A request for any less than this will be considered by the Early Years Leader in liaison with the Headteacher who will make the final decision.
- We require a half term of notice period in writing prior to a child leaving the setting to allow us to arrange staffing levels accordingly.