



# Hemingford Grey PRE-SCHOOL

## **Hemingford Grey Preschool Policy: Admissions**

Hemingford Grey Preschool 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 Preschool 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. - 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 Pre-school Manager 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. In addition the Pre-school Manager may take into account the following: siblings already attending the Pre-school or School followed by the vicinity of home to Pre-school, nearest the pre-school as measured by a straight line.

- 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 require a half term of notice period in writing prior to a child leaving the setting to allow us to arrange staffing levels accordingly.

This Admissions Policy is reviewed annually by the school's Governing Body. This policy was adopted at a Hemingford Grey Governing Body meeting, held on 16.05.2023

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