



Heathwood Pre-School



Admissions Policy

We intend to make our Pre-School as accessible to children and families from all sections of the local community through open, fair clearly communicated procedures.

Procedures

- Information about the pre-school is available in written form and if needed, we will attempt to provide information in languages other than English e.g. Polish. If required we will try and provide information in Braille.
- We welcome both mothers, fathers and other carers such as childminders grandparents, step parents and other relations.
- We will meet the needs of anyone enquiring about, or attending the pre-school having regard to their gender, special educational needs, disabilities, social background, religion, ethnicity or those with English as a second language.
- We encourage and enable all children and families to take part in the setting
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of local social diversity
- We make our Equal Opportunities policy widely known
- We consult with families regularly to ensure we accommodate a broad range of family needs.
- We are flexible with attendance patterns to accommodate the needs of individual children and their families, providing these do not disrupt the continuity in the setting which provides stability for all the children.
- We may sometimes be oversubscribed and will have the need for a waiting list. We arrange our waiting list in birth order and then adhere to the criteria set out as follows:
 1. Three and four year old funded children in order to receive their full entitlement of 15 hours of care and education a week.
 2. Two year old funded children in order to receive their full entitlement of 15 hours of care and education a week.
 3. Children who are already attending.
 4. Children who have siblings already attending Pre-School/School.
 5. Children from the local area of Leighton Buzzard.
 6. All other children in birth order.

Important Notice

Having your child attend our Pre-School does not give any advantage to getting a place within the school. This is done on a different criteria set down by Central Bedfordshire Council and gives priority to children living within the schools catchment area only. Attending the Pre-School attached to a school is not a point on the criteria scale for a place at any school within Central Bedfordshire. The school and Pre-School have no involvement with the allocation of school places.

Appeals

You have the right to appeal. This can be done in writing to Pre-school Management if you feel there has been an unfair implementation of the above Admission Policy. The appeals panel will consist of members of the pre-school management who are not dealing with the day to day routine of the Pre-School.

This policy was adopted by Heathwood Pre-School - September 2017

Signed

Evaluated and reviewed.....