

10.1 Admissions

Policy statement

It is our policy to make our Duxford Preschool accessible to children and families from all sections of the local community. Our intention is to ensure that all sections of our community have access to the Preschool through open, fair and clearly-communicated procedures, making reasonable adjustments to the setting and its practice where possible.

The primary aim of the Preschool is to serve all the children and families of Duxford and the surrounding villages. We actively promote equality of access and opportunity for all children to play, learn and be well cared, for regardless of gender, ability, ethnic origin, belief or culture.

Duxford Preschool provides care and education for young children from the age of two and $\frac{1}{4}$, up to five years (compulsory school age).

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about the setting 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.
- We ensure that our practices are welcoming, and make it clear that fathers, mothers, other relations and care-carers are all welcome.
- The setting and its practices operate 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.
- We support children and/or parents with disabilities to take full part in all activities within the setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- Where we have no waiting list, children will be admitted on a first-come first served basis.
- If the Preschool is operating at capacity, then children will be added to the waiting list. At the point at which a space becomes available, we will review the applications and offer places based on the following priority order:
 - children over the age of three who are due to join School in the following academic year;
 - children aged two who are eligible for targeted two-year funding;
 - children who are the qualifying age for entry.
- In addition, our policy may take into account:
 - the vicinity of the home to the setting with priority given to families living in the villages of Duxford, Ickleton and Hixton;
 - the length of time on the waiting list;
 - whether any siblings already attend the setting; and

- the capacity of the setting to meet the individual needs of the child.
- Admission of children with SEND – It is our duty under the Equalities Act 2010 to make reasonable adjustments to the setting to support any child with SEND intending to attend the setting. We will discuss with parents and/or carers before enrolment, the child's specific needs and how the setting can support this. This may include needing a phased entry to the setting in order for us to best support their needs in terms of settling in to the setting and its routines or having more than home visits. If a child will need medication that needs specific or specialist training, we will be able to admit the child to starting sessions once this has been received from the qualified source to ensure their safety and wellbeing.
- We require children to register for a minimum of two sessions per week which should be attended on different days. This ensures they have a greater chance of settling in and the key person approach can be more effective. If there are exceptional circumstances this restriction may be waived for a maximum of half a term; we ask that parents indicate on the application form if this is the case.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- We can accommodate up-to 24 children per session, usually with a maximum of 6 two-year olds, at any one time. We reserve the right to increase the number of spaces available per session providing the space requirements of the Early Years Statutory Framework are not exceeded.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

Admissions Process

Application

We ask parents to complete an initial application form if they are interested a place at the Preschool. This does not commit them to accepting a place with us but allows us to gauge our likely intake over the coming months. Parents will have an opportunity to specify their preferred sessions, which we will do our best to accommodate. If there are no available sessions, the child will be put on our waiting list and the parents informed at the earliest date when a session does become available.

Registration

Parents will be sent a Registration Form to complete approximately a half term prior to their proposed start date. (For September start dates, this will happen in June/July). This will allow us to finalise an accurate and confirmed intake of children. Upon receipt of this completed form together with payment of a (non-refundable) £20¹ registration fee, we will be able to formally offer the child a place. We will then issue a set of Terms and Conditions which must be signed by both parents within 7 days to secure the space.

Children can join Preschool at any point throughout the school year. If we have a lot of children starting at once, we may stagger the start dates to ensure each child gets time to settle in.

¹ The £20 registration fee may be waived for children who will only access funded hours at Duxford Preschool. However, we regret that we will be unable to provide a Duxford Preschool t-shirt to families who choose to waive this fee.

Version	Changes Made	Author	Date	Review Date
1.0	Baseline version	P Eccleston	26 th April 2018	April 2019
1.1	Minor adjustments to wording and the inclusion of the Admissions Process	N Hanlon	12 th April 2019	March 2020
1.1	Reviewed – no changes	N Hanlon	31 st March 2020	March 2021
1.1	Reviewed – no changes	N Hanlon	8 th March 2021	March 2023
1.1	Reviewed – no changes	N Hanlon	22 nd March 2023	March 2025
1.2	Minor adjustments to the criteria for admissions.	N Hanlon	22 nd March 2024	March 2025