

Loxwood Pre-School Admissions Policy

1. Our academic year runs from 1st September to 31st August. We are open during term time only.
2. Children may attend Loxwood Pre-School when they reach 2 years of age.
3. We operate a Waiting List on a Date of Registration basis upon receipt of a fully completed Registration Form, along with the associated Registration Fee (non-refundable £25.00). Bursary Funding to assist with this fee may be available under particular family circumstances - please contact the Administrator if you would like to find out more.)

In addition, our policy may take into account the following:

- Siblings already attending the Pre-School
 - The vicinity of the home to the Pre-School 'as the crow flies'
 - Referrals from outside agencies
4. The Administrator aims to acknowledge receipt of the Registration Form within two weeks (during term-time). This is not a commitment to either take or offer a place but places the child's name on the Waiting List.
 5. Families may register their interest in a place at Loxwood Pre-School at any time. Information and Registration forms are available from Loxwood Pre-School. We strongly advise visiting and viewing our setting before completing the Registration form.
 6. Families will be asked to specify preferred days and hours upon registration. A minimum of two sessions (8 hours) per week are required to ensure the child settles successfully. Families will be able to add more hours later in the year if there is space, but the Pre-School does not guarantee to supply these hours.
 7. The Administrator will contact the family when spaces become available to confirm a place. This will be done according to the child's position on the Waiting List. The child will have a minimum of two settling in sessions prior to their start date, but these visits will be continued if the child is struggling to settle and staff believe that visits need to be extended until the child is completely happy.
 8. If a place becomes available in which the next person on the waiting list is not able to start yet (ie. they have not yet turned 2 or are not yet eligible for required funding), then you may be asked to pay to hold this space or the next eligible child waiting for the space may be offered the place.

9. Spaces will be accessible to all sections of the community.
10. We promote equality of opportunity for all children without any discrimination on the grounds of sex, race, religion, colour, creed, marital status, ethnic or national origin or political belief. We recognise that parents are young children's first educators and welcome their involvement.
11. Our aim is that each child should be recognised and appreciated; each child has access to all activities, regardless of gender, ability, race, colour, background or origins.
 - The criteria are set out with full commitment to Equal Opportunities. They are also to be read in conjunction with 'conditions of registration' that parents/guardians must read and sign before their child is admitted. The Lead Practitioner and Administrator make every effort to be fair and to accommodate as many children and their families' needs as possible, and to inform them of decisions promptly. Even so, it is not possible to satisfy everyone. The Management's decision is final.
12. Detailed policies and procedures are available to everyone.