Admissions Policy

Policy created	24.01.2010	Version number	8.3
Last reviewed	15.10.2026	Next review date	01.10.2027

Plymtree Pre-school admits children from age 2 (from the term after their 2nd birthday) up to 4 years, when they go to Reception Class. It is our intention to make our Pre-school genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of the Pre-school is widely known in all local communities. We will place notices advertising the Pre-school in places where all sections of the community can see them, in more than one language if appropriate.
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
- Describe the Pre-school and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our Equal Opportunities Policy widely known.
- Consult with families about the opening times of the Pre-school to avoid excluding anyone.
- Be flexible about attendance patterns so as to accommodate the needs of individual children and families.
- Continue to consult local parents to ensure that the Pre-school continues to meet the changing needs of the local community.

Waiting List

When the Pre-school is operating at capacity or near capacity, a waiting list system for places will be used. We aim to ensure that children are allocated places in the fairest manner possible. The following will apply:

- Children will be placed on the waiting list by the date the completed Registration Form is confirmed as received by the Setting Manager. Parent/Carers can only apply for a place at the Pre-school up to a year prior to the child's potential start date.
- Where more than one child has requested the last place and both have the same registration date, priority will be given to:
  a) child living within Plymtree Village, and then
  b) the eldest child.

Registration of Interest

Registration of interest in joining the Pre-school will be through the Setting Manager and/or Chairperson. The registration is only complete when all child and parent/carer information is received and recorded on our **Registration of Interest** form and signed by the parent/carer. The Setting Manager will confirm the child's place either verbally or by email.

New starters will ideally start at the beginning of term or half term, except under exceptional circumstances and in conjunction with available spaces.

The Setting Manager will offer the child, with the parent/carer, the option of a visit to the Pre-school as a taster session.

Welcome Pack

Registration and other vital information is provided to parents in the Welcome Pack before they attend Pre-school. Information returned from parents, such as registration forms and permission slips, are kept in the individual records files in the filing cabinet and are only accessible to relevant staff/committee members and regulatory bodies such as OFSTED when required. Information is stored in line with the General Data Protection Regulation 2018 and will be destroyed within the suggested timescales. These details are confidential.

Written parental permission will be requested, at the time of the child's admission to the setting, to the seeking of any necessary emergency medical advice or treatment in the future.

Changing Sessions

Sessions should only be changed after agreement with the manager and will only be accommodated if staffing and space allows.

Termination of Attendance

Please note that four weeks' notice must be given in writing for termination of attendance, except for children moving onto school. This applies to both funded and non-funded children. For funded children, a four-week notice period will apply to the transferral of any Early Years Funding to another setting. All funding will remain with Plymtree Pre-school and will not be able to begin with a new provider until the end of the four-week notice period. For non-funded children, fees will be charged for any remaining term of notice even if there is no attendance by the child. The committee reserve the right to use its discretion to waive the notice period (please also see the Funding and Payment Policy).

Other Information

It should be noted that on occasion Plymtree Pre-school's term dates may differ from those of Plymtree and other local primary schools. Term dates are available on our website or in newsletters sent home with children

Document History

Date	Change details	Reviewed by
21/01/2010	Admission Policy separated from Parental Involvement	Shelley Robinson
24/01/2010	Added registration of interest to either Play Leader or Chairperson. Play Leader to do at home visit before starting date	Shelley Robinson
21/11/2010	Introduction of Registration Of Interest and Change of Session Request Forms and their associated procedures.	Shelley Robinson
09/02/2011	Removed confirmation of acceptance of place within 4 weeks of registration Introduced Admission Confirmation form	Jackie Crowe
27/02/2012	Added requirement to obtain authority for emergency advice or treatment and a term's notice	Jackie Crowe
23/02/2013	Added information on storage of personal information.	Rowan Pettitt
21/04/2013	Changed 'Playgroup' to 'Pre-school'	Rowan Pettitt
18/09/2013	Updated logo	Julie Pearce
01/04/2014	Policy reviewed	Julie Pearce
29/01/2015	Headings added for clarity. Similarly some reordering of sections.	Ellie Hibberd
12/10/2015	Clarification on opening on a school non-pupil day. Changed name to clarify 'Child' Admission Policy Removed reference to 'Change of Session form' as this was felt unnecessary.	Rowan Pettitt
03/08/2016	Added: The committee reserve the right to use its discretion to waiver the notice period. Amended other information to be more general re different term dates.	Rowan Pettitt
01/12/17	Added information about a Waiting List and how this will be implemented. Removed sentence about Admission Confirmation form as this is historic and amended to Setting Manager confirming verbally or by email.	Rowan Pettitt
16/05/18	References to Data Protection Act 1998 updated to General Data Protection Regulation 2018	Ellie Hibberd
02/10/18	Policy reviewed – no updates	Donna Manser
14/11/2018	Termination of attendance amended to include notice period terms.	Charlotte Martin
17/01/19	Termination of attendance amended to refer to the 4 weeks notice period	Donna Manser
01/10/19	Policy reviewed – no update	Donna Manser
23/10/20	Policy reviewed – no update	Anna Shelbourne
22/09/21	Policy updated – no update	Anna Shelbourne

29/09/22	Policy reviewed – no update	Anna Shelbourne
01/09/23	Policy reviewed – no update	Charlotte Gibbins
01/09/24	Policy updated to include 2 yr olds in admissions	Charlotte Gibbins
01/10/25	Policy reviewed. Some wording changes to make more concise version 8.3	Clare Livingstone
15/10/26	Policy reviewed – no changes	Clare Livingstone