



Admissions Policy



Policy Statement

Our setting is open to all members of the community. We base our admissions policy on a fair system and do not discriminate against a child or their family or prevent entry to our setting based on colour, ethnicity, religion, social background, or sexual orientation.

We do not discriminate against a child with a disability or refuse a place in our setting relating to disability, providing that we can meet the needs of each individual child that we offer a place to.

Procedures

We operate a Waiting List system, which families can join through our 'Contact Us' page on the preschool website www.millgrovepreschool.co.uk . You will then be sent a 'Register of Interest' Form via email to fill in and send back to us.

If a place is likely to be available, a visit to the setting *with your child* will then be arranged. The purpose of this visit is to see how your little one engages with the Mill Grove environment and to make sure that we can meet his/her needs.

If we are then able to offer a place to your child, this will be confirmed in writing.

We ask for a non-refundable, £25 contribution towards admin costs, which will secure your place with us.

Children can join us from the age of 2yrs.

The waiting list is prioritised as follows:

1. Sibling admissions (to provide consistency for families already known to us)
2. Local funded children (in order to serve those 'on our doorstep' and the community around us)
3. Local non-funded children (as above)
4. Other

Please Note: The date that a 'Register of Interest' form is submitted will carry weight within each category. A child's date of birth and their eligibility for government funding shall also be considered as part of our compliance with the Free Early Education Entitlement (FEEE) and the 2yr old funded programme.

Contacting Applicants – All reasonable means shall be used to contact families on the waiting list using the information you have provided us with. If, however there is no response from these attempts we shall inevitably move on to the next person on the waiting list.

Period of notice – Applicants shall be informed of when a place becomes available for their child as soon as possible. Due to the nature of family life, sometimes places become available unexpectedly and in this case applicants shall be given the opportunity to join earlier than scheduled depending on DOB.