Admissions Policy

At **Bell Day Pre-school** we care for **up to 30 children per day** between 3 and 4 years old.

The numbers of children admitted to the setting comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the setting.

The setting uses the following admission criteria, which is applied in the following order of priority:

1. Looked after children.
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred setting.
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support.
4. Children who have siblings who are already with us.
5. Children who receive 15 / 30 hours funding.
6. Children whose parents live within the area.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon occupancy and room availability. We operate a waiting list and places are offered on an availability basis.

We operate an Inclusion and equality policy and ensure that all children have access to setting places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending setting, parents must complete and sign a contract and registration form. These forms provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor’s contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

**Providers providing government funded places for early education**

All settings registered to accept government funding must offer the funded places for three- to five-year-olds for early learning sessions specified by the local authority. At **Bell Day Pre-school** we currently provide government funded places for children.

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| **This policy was adopted on** | **Signed on behalf of the setting** | **Date for review** |
| *31/01/024* | G.Searle | *31/01/2025* |