



Admissions Policy

At Pillarwood Farm Pre-School, we care for 16 children daily between the ages of 2 and a half up to the age of 5 years old. The pre-school is opened from Monday to Friday, term time only and opens from 8.30am-3.30pm. We offer a full day, 9am-3pm, 8.30-12pm, 12pm-3.30pm session or can adapt the session to suit the parent for example 8.30am-1.30pm.

The numbers and ages of children admitted to the nursery 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 pre-school. The pre-school has spaces for 5 children under the age of 3 years per session.

The pre-school will use the following admission criteria which will be 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 Local Authority/Common Assessment Framework
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

When a space becomes available the waiting list is followed and the child at the top of the list is offered spaces first.

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

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery 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.

Policy date: January 2019

Policy reviewed yearly, next review due March 2026

Signed owner