



Admissions Policy

Playhouse Pre-school

Statement of intent

It is our intention to make Playhouse Pre-School accessible to children and families from all sections of the local community. We welcome children from 9 months to 4 years and aim to provide an inclusive, welcoming and supportive environment for all children and their families.

Aim

We aim to ensure that all sections of our community have fair and equal access to Playhouse Pre-School through open, fair and clearly communicated admissions procedures. We will comply with relevant equality legislation and ensure that children and families are not discriminated against on the grounds of protected characteristics or other personal circumstances.

Procedures

In order to achieve this aim, we operate the following admissions procedures:

- We advertise the existence of Playhouse Pre-School through appropriate local and online channels.
- We provide clear information about the setting, our provision, fees, funded places, sessions and admissions arrangements to prospective families.
- We make information about the setting accessible and will make reasonable adjustments where required to support children and families with additional needs or disabilities.
- Where appropriate, we will provide information in alternative formats or languages and will seek support from relevant local services where this is necessary.
- We welcome mothers, fathers, parents, carers, other family members and childminders and recognise the different family structures and circumstances of the children who attend.
- We welcome children and families regardless of gender, disability, additional needs, background, religion or belief, ethnicity, culture, language or family circumstances.
- We will work with families and relevant professionals to identify and address any barriers that may prevent a child from accessing or fully participating in the provision.
- We will make reasonable adjustments and adapt our provision where appropriate to support children with additional needs or disabilities.
- We will work in partnership with parents/carers to support children settling into the setting and to promote continuity of care.
- We will treat all applications fairly and consistently.
- We will keep information about applications and admissions confidential and handle personal information in accordance with our data protection procedures.

Allocation of places

Places will be allocated according to the availability of suitable sessions and the needs of the setting.

Where there are more applications than available places, we will operate a waiting list. Places will generally be offered according to the following criteria:

1. The date the child was placed on the waiting list.
2. The availability of the sessions requested.
3. The child's age and the availability of an appropriate place within the relevant age group.

4. The child's existing attendance pattern, where this is relevant to maintaining continuity of care and the organisation of places.

We will consider individual circumstances when allocating places and will aim to ensure that places are used effectively while maintaining appropriate staffing arrangements, ratios and the needs of the children already attending. We will not discriminate against a child or family when allocating a place.

We plan admissions and places for a rolling 3 months ahead, to ensure that as many children as possible benefit from our setting. Within this, we are mindful that older children (preparing for the transfer to school) may need an increased allocation of sessions and that younger children need to begin the transition from home to the pre-school.

Funded Places

Where children are eligible for funded early education, places will be offered in accordance with the relevant government funding eligibility and local authority requirements. Parents/carers will be provided with information about funded places, including any sessions or additional charges that may apply.

Starting at Playhouse Pre-School

Children can join Playhouse Pre-School from 9 months of age, subject to availability. Before a child starts, parents/carers will be asked to provide relevant information about their child, including:

- Contact details for parents/carers
- Emergency contacts
- Health and medical information
- Allergies and dietary requirements
- Information about the child's individual needs
- Details of the child's previous experiences and care arrangements where relevant
- Information needed to support the child's welfare, development and learning.

We will work with parents/carers to plan an appropriate settling-in and transition process, taking account of the child's age, individual needs and previous experiences. For babies and younger children, we will work closely with parents/carers to understand the child's individual routines, including sleep, feeding, comfort and personal care needs

This policy was agreed by the staff of Playhouse Pre-School.

Adopted on 23rd April 2015 and will be reviewed annually.

Reviewed on 16th September 2026 by Z. Munford