



📍 Clay Lane, Beaminster, DT8 3EY

☎ 01308 863959

✉ manager@beaminsterpre-school.co.uk

🌐 www.beaminsterpre-school.co.uk

Admissions Policy

The Pre-school can take a child from the age of 2 years old, if a place is available.

Any child from within the town of Beaminster or from the villages surrounding, including Stoke Abbott, Toller Whelme or Mapperton will be accepted first based on catchment area.

Policy Statement

It is our intention to make our Pre-school accessible to children and families from all sections of the local community regardless of ethnicity, gender, special education needs, disabilities, background, religion or competence in spoken English.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community. Including our website and Facebook page.
- We ensure that information is accessible using simple plain English, in spoken or written form.
- We describe our Pre-school and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers including childminders.
- We describe our Pre-school and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our Pre-school and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental or unintentional discrimination is taking place.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Our main admission of new children takes place at the beginning of each new school year in the Autumn Term – every September.

- We operate admissions and allocate sessions to new children through our Waiting List.
- A completed Registration Form must be received in order to add a child to our Waiting List.
- The Registration Form must be received before any deadline we set in order for a child to be added to the Waiting List for admission in September.
- We will still accept Registration Forms after this deadline but they will be treated as Late and will be added to the bottom of the waiting list.
- After the deadline has passed, we begin to allocate sessions and offer places to new children wishing to join in September.
- We offer a limited number of places to children entitled to 30 hours a week early years funding.
- Although our main intake is in September, we will also accept new children into the Pre-school in the Spring Term (January) and Summer Term (April), subject to places still being available.

In addition, our policy may take into account:

- The age of the child with priority given to children who are eligible for the free early years entitlement.
- Whether any siblings already attend the setting.
- The vicinity of the home to the setting.
- The capacity of the setting to meet the individual needs of the child.

Allocation of Sessions and Places in September Each Year

- Children who have already been attending the Pre-school for at least one term normally have priority for requesting increases or changes to their sessions, each September, over the Waiting List. We try to accommodate requests from existing children provided that this does not disrupt the pattern of continuity in the setting or prevent new children from joining the Pre-school.
- Parents of existing children are asked to request any changes to their child's sessions for the forthcoming September by the end of the preceding Spring Term. Parents should note that they are committed to any increased sessions allocated and if they subsequently cancel additional sessions in September, we reserve the right to impose the full fees in respect of any sessions cancelled.
- Once requests from existing children have been accommodated, we admit new children in date of birth order, oldest children taking priority.
- Priority is given to children entitled to receive Early Years Funding from September (over children entitled to receive Early Years Funding from the following January or April).
- We try to be flexible about the allocation of morning and afternoon sessions and endeavour to accommodate preferences provided that this does not disrupt the pattern of continuity in the setting or prevent other new children from joining the Pre-school.

Admission of 2-Year-Old Children

- We offer places to 2-year-old children provided we have sessions available.

- We reserve the right not to offer a place to a 2-year-old child where we are aware that the parents intend to move the child to another local setting when they reach the age of three.