



Admissions and Waiting List Policy

Introduction

Houghton and Wyton Pre-school is committed to providing fair, inclusive, and accessible early years education to families across our community. This policy outlines our approach to admissions, including allocation of places, waiting list procedures, and how we prioritise funded places and the needs of children with SEND.

Aim

To ensure all families have access to clear, consistent admissions procedures and that places are allocated in a fair, transparent, and inclusive manner.

Objectives

We will:

- Operate an open and inclusive admissions process
- Make reasonable adjustments to support children with SEND
- Promote access to Early Years funding for eligible families
- Maintain a clear and fair waiting list system

Roles and Responsibilities

- **Pre-school Manager:** Oversees the admissions process and ensures criteria are applied fairly
- **Pre-school Administrator:** Maintains the waiting list and supports administrative tasks
- **Board of Trustees:** Reviews and approves this policy annually

Implementation Procedures

- Information about the setting is provided in plain English and available in alternative formats or community languages on request
- Children with disabilities are supported to fully participate in all activities, with adjustments in place as needed from the point they are placed on the waiting list
- We welcome all parents, carers, and childminders equally, regardless of gender, background, family structure, religion, or spoken English

Application Process

- The Autumn Term is the main intake. We cannot guarantee availability in other terms
- Applications are accepted at any time, but must meet the following deadlines to be included in the next allocation round:

Deadline for Applications	For Admissions In	Notified By
1st April	Autumn Term	End of May
1st September	Spring Term	End of September
1st January	Summer Term	End of January

- If over-subscribed, unsuccessful applicants will be asked if they wish to remain on the waiting list
- Applications received after deadlines are held for the next allocation cycle



Registered Charity # 1203754

Place Allocation

Places are confirmed via phone/email and are subject to completion of:

- New Starter Information Form
- Written Parental Agreement
- Funding Form (with ID evidence)
- Information Sharing Consent

A non-refundable £35 administration fee is charged to cover:

- Home visit
- One-hour stay-and-play session
- Book bag and name tag

Fully funded children who do not wish to pay the administration fee will still be offered a home visit and stay-and-play session. These will be scheduled during funded hours wherever possible. This may result in a slightly later start date to accommodate those sessions, but families will not be disadvantaged in the admissions process.

Sessions Capacity and Attendance Requirements

- 26 places per morning session (9:00am–12:00pm)
- 20 places per full-day session (9:00am–3:00pm)
- 14 places combined for Breakfast Club and Early Bird (8:00am–9:00am)
- **Minimum attendance:** 2 morning sessions per week
- Attendance patterns must maintain continuity for all children
- Final decisions are at the Manager's discretion

Admissions Criteria

Priority is given in the following order:

1. Children with an EHCP naming the pre-school
2. Children eligible for Early Years funding (universal or extended)
3. Children currently in local authority care
4. Siblings already attending the setting
5. Proximity of home to setting (determined by Google Maps)
6. Length of time on the waiting list

Children are generally allocated places based on date of birth, with older children taking priority.

Over-Subscription and Waiting List Management

- When demand exceeds capacity, a waiting list is maintained
- Families are contacted and offered the chance to remain on the list
- If places become available mid-term:
 - They are first offered to existing children on roll
 - Then to eligible children on the waiting list aged 2 years 9 months or older

Funded Places and Early Years Entitlements

- Funded hours are offered in line with national and local authority guidance:
 - Universal 15 hours for all 3- and 4-year-olds (from the term after their 3rd birthday)
 - 30 hours extended entitlement for eligible families



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- Two-year-old funding for eligible families (starting at 2 years 9 months)
- Funded hours:
 - Can be split between two settings
 - Can only be changed at the start of a term with 4 weeks' notice
- Parents must complete a **Parent/Carer Declaration Form** at the start of each term

Children with SEND

- The Manager will assess support needs at registration and apply for SEN Inclusion Funding if required
- Start dates for children with complex needs may be delayed to allow for reasonable adjustments (e.g., staff training, risk assessments)
- Families are supported to apply for the Disability Access Fund (DAF) if eligible
- Progress is monitored to avoid discrimination or delay in access to education

Safeguarding and Child Protection

- Where a child has current or previous involvement with social care:
 - The Designated Safeguarding Lead (DSL) will contact the relevant agency for clarification
- Parents are shown how to access all policies and procedures

Monitoring and Review

This policy is reviewed annually by the Board of Trustees or sooner if local or national guidance changes.

Legislation and Guidance

This policy aligns with the following:

- Children Act 1989 & 2004
- Equality Act 2010
- Childcare Act 2006
- Special Educational Needs and Disability (SEND) Code of Practice (2015)
- Statutory Framework for the EYFS (2023)
- Working Together to Safeguard Children (2018)
- Early Years Entitlements: Operational Guidance (DfE 2018)

Acknowledgment

All staff, trustees, and families must confirm they have read and understood this policy. By doing so, they support a fair and inclusive admissions process for all children at Houghton and Wyton Pre-school.