

5-Admissions

Our intention is to make our setting accessible to all children and families from the community of Potton and the surrounding areas. Our information about Woodentops is accessible, clear, concise and, where appropriate, can be produced in different languages.

We accept children aged 2, 3 and 4 years old. Children can start throughout the year if we have spaces available for them. We offer spaces in Birth order.

Parents do not have to visit to secure a place for their child although we do recommend visiting.

We have a June open day marketed to the public on Facebook and our website. All enquiries are invited to it.

Parents can complete an interest form and a registration form on our website. There is a £25 registration fee; this does not guarantee a space.

We advise the

Place Allocation:

1. Children currently attending.
2. Children with siblings already attending.
3. Siblings of previous customers.
4. Children who are eligible for the Universal 15 funded hours and, if also eligible, the extended 15 hours funding entitlement – this also includes Government funded two-year-old children.
5. Places will be allocated on an availability basis, taking note of the sessions required and age of the child.
6. Alternative sessions will be offered if the requested ones are already full up.
7. We arrange our waiting list in birth order.
8. We support children and/or parents with disabilities to join our setting.
9. We monitor the needs and background of children joining our setting, to ensure that no unintentional discrimination is taking place this will be challenged.
10. We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

We provide care for children with Special Educational Needs and Disabilities. If your child has additional needs, please discuss them with us so that we can ensure that we provide the best possible care for your child.

We communicate to all parents how their child has settled, verbally at hand over and through text, and on the Famly app.

We are required to monitor the children's attendance and inquire why they have missed sessions. We will phone or text within 30 minutes of their contracted time if the child has not arrived. Ofsted expect us to keep a record of attendances and will ask what we have done about children missing preschool.

If your child is ill, please inform us on the first day of illness. If the child is going to be sick for a long time, please keep us informed of their progress.

This policy was adopted on	25 th March 2019
Policy reviewed	31 st Jan 2025
Date for review	Jan 2026