



## **ADMISSIONS POLICY 2023-2024**

Rainbow's End Pre-School follows a policy in which every child is offered a place at the pre-school regardless of race, gender, religion & beliefs or disability.

The closing dates for applications are 31st March, 31st August and 31st December for the Summer, Christmas and Easter terms respectively

We offer morning, morning with lunch and all-day sessions and initially parents will be given the option of which sessions they want to take, as spaces fill up only available sessions will be offered to parents. We require children to do a minimum of two mornings per week.

### **ADMISSION CRITERIA In order of PRIORITY**

1. **LOOKED AFTER CHILDREN:-** living within the Parish of Ewhurst with Okewood & Forest Green.
2. **CATCHMENT AREA:-** Children living within the Parish of Ewhurst with Okewood & Forest Green.
3. **SIBLINGS:-** If a sibling attends or has attended at the Pre-School within the last 3 years
4. **AGE:-** Children are admitted in order of age with priority given to children aged 3years or over.
5. **DATE OF APPLICATION:-** Date of application for the place.
6. **CHILD'S NEEDS:-** If a child has a recognised medical, physical, social, or educational need or learning difficulty, appropriate evidence, including a report or letter from a suitable professional is required, and providing acceptable staffing can be arranged.

The Manager will make decisions on admissions as and when required and report to the committee all such decisions.

### **How to apply for a place**

To apply for a place at our setting you should use our Registration Form. The form is available on the website or by request from the Pre-School.

### **Information Provided in an Application**

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. If you know or believe that your child's address will change before admission, you must inform us immediately.

Following allocation of places, the pre-school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list. It is possible that a child's name could go down on a list as well as up. As a community funded setting, we are required to have a majority split of children in the local catchment area as stated above, so when we are running at full capacity priority will be given to those living in the catchment area.

We will contact successful parents to welcome them to the pre-school and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another setting.

### **Policy Review**

As part of Rainbows End Pre-School monitoring of child protection and safeguarding this policy will be subject to periodic review.

Policy adopted by: Rainbow's End Pre-School  
Date: 01.01.2024  
Policy Review Date: 31.12.2024 (or sooner if required)