Admissions Policy

Statement of Intent

Bradpole Preschool is an inclusive and equal opportunities setting. We welcome children and families from all sections of the community, including mothers, fathers, carers, extended family members, and children from all ethnic, religious, cultural, and social backgrounds.

We are committed to ensuring equality of access for children with special educational needs and/or disabilities (SEND).

We actively promote inclusivity and ensure that no child or family is discriminated against on the grounds of race, religion, gender, disability, family structure, or socio-economic background.

Promoting Access to the Setting

Information about Bradpole Preschool is made widely available through our website and public Facebook page.

We also have a separate, closed Facebook page, which is only accessible to current parents and carers and staff. This provides a private space for sharing information and updates within our preschool community.

All interested families are encouraged to contact us and arrange a visit to the setting.

Admissions Criteria and Priority

When allocating places from the waiting list, the preschool applies the following priorities, while considering the individual needs of children and families:

1. Siblings of children already attending the preschool
2. Returning families
3. Children whose parents work on the site of Sir John Colfox Academy
4. Vulnerable children
5. Children who will attend local primary schools

In addition, we take into account:

- The age and developmental needs of the child
- Family circumstances
- Children not currently attending another early years setting
- Children with limited access to outdoor play

Each application is considered individually. Special or exceptional circumstances will be reviewed on a case-by-case basis to ensure fairness and inclusion.

Age Range and Places

Bradpole Preschool is registered to admit children from the age of two years, subject to the individual child's needs and readiness, available places, staffing levels and statutory staff-to-child ratios.

Where financially viable, the preschool aims to retain a vacant place to support emergency admissions.

Fees and Funding

The preschool offers a flexible payment system to meet the differing needs of families. Fees may be paid weekly, monthly, or half-termly. (For more information see *Fees and Funding Policy*.)

Admissions Policy

Key Person System and Settling In

In line with the EYFS Safeguarding and Welfare Requirements, Bradpole Preschool operates a key person system. (For more information see *Role of the Key Person and Settling In Policy*.)

Parents and carers are encouraged to stay with their child during the settling-in period until the child feels confident and secure.

Settling-in arrangements are flexible and tailored to meet each child's individual needs.

Partnership with Parents and Carers

We recognise parents and carers as a child's first and most important educators and value their role as partners in learning. (For more information see *Partnership with Parents and Carers Policy*.)

Parents are encouraged to be involved in all aspects of preschool life, including fundraising events, outings, committee meetings and supporting activities within the setting.

Parents wishing to join the Management Committee will be provided with full information about the committee's role, responsibilities and governance duties.

Supporting Children's Emotional Wellbeing

We recognise and respect that families come in many forms and that children thrive when they feel safe, secure and valued.

We support children to feel happy and confident in the absence of their parents/carers, build trusting relationships with staff and recognise staff as sources of positive authority, care and support.

Communication with Parents

Effective communication is central to our practice.

Termly newsletters and planning overviews are emailed to parents and carers as well as being published on our website, and closed Facebook page.

Our *Coming Next Week* updates are also emailed to parents and carers and published on our closed Facebook page.

Parents are invited termly to discuss their child's progress with their key person and are encouraged to view and contribute to their child's Tapestry account.

Focus child observations are also shared on Tapestry.

Staff are available at the beginning and end of sessions to speak with parents and provide informal feedback about their child's day.

Parents may request a meeting with their child's key person or the Preschool Leader at any time if they wish to discuss their child's progress, development or any concerns.

This policy was adopted by the Bradpole Preschool Committee

During the Summer Term 2026

Date to be reviewed Autumn Term 2027