Templegate Tiny Tots Pre-school Admissions Policy

The pre-school is a business registered at Companies House, but also a registered charity and is non-profit making.

**Aims:** To set a procedure in place when offering places to new children that is fair and well planned for ease of transition.

**To fulfil these aims we will**:

* Have a waiting list for new children which is dated from when they first applied
* Offer families the opportunity to look around and ask questions when applying for a place.
* Keep personal information relating to the child in line with our Data protection policy.
* Offer places fairly to children based on how long they have been on the waiting list, siblings already attending, SEN requirements and 2 year old disadvantaged families.

**Waiting list**

* There is no charge to register a child on our waiting list.
* Information relating to the child will be kept electronically on a secure laptop.
* The process of the new intake will start in the spring term with families contacted in blocks to help manage demand for sessions.
* Places will be offered based on the amount of time the child has been on the waiting list as well as other factors such as siblings, SEN requirements or 2 year old places.
* Families will be first contacted to confirm their interest in a place and what sessions they would require. Where sessions can be accommodated a place will be offered. Families need to respond to the offer within one month.
* To secure the place, families will need to pay an administration fee of £30 once offered a place. Failure to pay the fee in a timely manner may result in the loss of the child’s place and it being offered to the next child on the list.
* Children offered a place will be invited to an open session to look around and ask any questions they may have.
* The setting will share any costs and fees that may be associated with the place and advise on funding available.
* The family will be invited in again around June to sign registration forms and meet their key person.
* There will be another opportunity to visit the setting in July for a play and option of a home visit in September.
* Where places are not available families will be notified as soon as possible and giving the option to stay on the waiting list in case of places becoming available later on.
* **Tiny Tots reserve the right to prioritise places on the waiting list due to variables such as SEN requirements.**

This policy was agreed at a meeting on 23/04/2024

Signed T. Pattison (Preschool Manager).