

Admissions and Deferment Policy

Introduction

The Pre-school and its staff are committed to ensuring that the Pre-school is genuinely accessible to children and families from all sections of the community, and that a fair and open method of allocating places is followed.

Children are accepted at Little Stars Pre-school in the term after they have their second birthday. We provide a place for a maximum of 32 children in any given session.

Purpose

This policy will be adopted to:

- promote accessibility for all sections of the community
- determine the order in which children will be offered places at the Pre-school
- set out the criteria and method for deferments

Accessibility

In order to promote accessibility, we will:

- Ensure that the existence of the group is widely known in all local communities. This includes advertising our Pre-school through local education and social services departments and also on the internet via the Pre-School website (www.littlestars-pre-school.co.uk) and the Emmanuel Church Web Site (www.emmanuelchurch.co.uk)
- Describe the group and its practices in terms which make it clear that it welcomes all without discrimination.
- Make our equal opportunities policy widely known.
- Be flexible about attendance patterns so as to accommodate the needs of individual children and families.
- Make a full prospectus available on the Pre-school website (as above).

Waiting list

- Parents may register their interest in a place at the Pre-school at any time. Information and booking forms are available from the Pre-school, on our website (www.littlestars-preschool.co.uk), by email (littlestars.preschool@emmanuelchurch.co.uk) or by phoning 07736 230140.
- We aim to acknowledge receipt of the registering an interest form within two weeks (during term-time). This is not a commitment to either take or to offer a place, but simply places the child's name on the waiting list.

Criteria for Allocation of Places

- For any admissions period i.e. term, places are offered in accordance with the following precedence criteria.
 - 1) Siblings of children who have attended Little Stars Pre-School.
 - 2) Children of families who are part of the regular worshipping community at Emmanuel.
 - 3) Other children based on date order of application onto the waiting list.
- Places may also to be made available at the discretion of the Manager in order to provide equal opportunity of access (for any child where a place would be of benefit to the health, safety and educational development of the child) whether the Pre-school is directly aware of a need, or whether it is brought to the attention of the group by an outside health or care agency.

Offers and Acceptances of Places

- The Pre-school will make contact to offer a place for the term after the child's 2nd Birthday based on the available places. This will be done according to the criteria for allocation of places.
- Parents are asked to confirm that they wish to accept the place, their preference and the availability of days and hours should be discussed and agreed.
- Visits to the pre-school will be arranged

Deferments

- If staff consider it necessary to defer a child's place due to developmental issues, health or family circumstances, we will hold the child's place. Retention beyond one term will be subject to review.
- If a parent / carer wishes to defer a child's starting date, then an offer of a place will be made on the same criteria as above for the new admissions period. Note that these may mean that an offer of a place for the new admissions period is not guaranteed.

Review / Version Control				
Review period - 3 years				
Version	Created	Reviewed	Initials	Changes
Admissions and Deferment Policy	03/2020		AP	
		09/2022	DH	New template
Admissions and Deferment Policy – Nov24 - v2.1	11/2024		DH / AP	Added version control. Minor changes to wording
Admissions and Deferment Policy - v2.2	09/2026		DH/SH/AP	Email address updates and minor changes to wording