

Putnoe Woods  
Preschool



Wentworth Drive  
Bedford  
MK41 8QA  
01234 267832

[office@putnoewoodspreschool.co.uk](mailto:office@putnoewoodspreschool.co.uk)

### Putnoe Woods Preschool Admissions Policy

At Putnoe Woods Preschool we care for up to 70 children at any one time between the ages of 6 months and 5 years.

The numbers and ages of children admitted to the preschool comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The preschool's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family. We would prioritise a looked after child in line with the LA guidelines.
- We will prioritise funded 2&3 year old applications.
- Children must attend a minimum of 2 x 3 hours sessions per week term time.
- Families with pre-existing bad debt will not be offered a place at the preschool.

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We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a registration form and provide evidence of date of birth. These forms provide the preschool with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc. It also requires parents to share personal data. This allows the Preschool to apply for and access additional funding to benefit the child.

### **Providers eligible to provide government funded places for early education**

All settings registered to accept government funding must offer free places for two/three to five year olds for early learning sessions specified by the local authority.

At Putnoe Woods Preschool we currently provide free funded places available subject to availability. These places will be allocated on a first come, first served basis. Please note the free nursery education beginning the term **following** your child's second/third birthday. **Parents applying for 30-hour funding must do so the term before their child is eligible and provide the preschool with the code, National Insurance number and child's date of birth for verification purposes. 30 hours will be offered in line with current legislation guidelines.**

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All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability, door opening times and staffing arrangements, we will accommodate your wishes.

All parents / carers must read the terms and Conditions of Putnoe Woods Preschool prior to accepting a place in the Preschool. Parents / carers must sign their child's registration form to confirm that they have read the terms and conditions and accept the policies and procedures of the Preschool.

**This policy is in compliance with GDPR (General Data Protection Regulations)  
May 2018**

**Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.**

Created May 2015 by Ann Peace

Review date:	Reviewer:	Amendments:
May 2017	Lucy Whitney	
May 2018	Lucy Whitney	GDPR statement added