



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, considering the staff, child ratios, the age of the child and any registration requirements.
- Children who have siblings who are already with us
- Date 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.

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 beliefs or sexual orientation of parents.

Conditions for a preschool place

- A completed and signed registration form must be received.
- 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.
- Provide evidence of date of birth
- Parent contracts must be signed.
- 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.

Providers eligible to provide government funded places for early education

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

At Putnoe Woods Preschool we currently provide funded places subject to availability.



Government Funded Places for 3&4 year olds

Every child is entitled to up to 15 hours per week early years care and provision from the term after their third birthday. You do not have to use your full entitlement and will only be required to sign termly for the hours used. You may claim your funded hours across more than one setting.

Government Funded Places for working families for 9months+

The Government has introduced more funding places for children aged 9 months+, for working families. If eligible you can claim 15 hours per week (30 hours from Sept 2025) early years care and provision from the term after they turn 9 months. Preschool will require your funding code and your national insurance number to verify before confirming a place.

Funded Places for families with additional needs for 2 year olds

Some 2-year-olds in England will be eligible for FUNDED early education. Certain eligibility criteria apply and a code must be obtained from the local authority.

- To access funded childcare parents must complete and sign a declaration form each term. Failure to do this may result in the funded place being withdrawn.

This policy is in compliance with the Data Protection Act 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
April 2021	Lucy Whitney	
Sept 2023	Jo Skelton	
March 2025	Lucy Whitney	Reviewed and added additional funded childcare for 9months +
July 2026	Nikki Adams	Reviewed and new logo added