



## Admissions Policy

## Policy No. 3E

Battle Pre-School admits children from the age of two to four and promotes inclusion and equality of opportunity for all children and families.

### Procedure

- Battle Pre-School holds a waiting list register.
- Children are required to attend a minimum of two sessions over two different days
- Priority is given to children old enough to start.
- Interested parties are asked to complete an admissions form.
- Under- age children will be put on a waiting list register, with places given to them as they become available.
- We accept Early Years Entitlement Funding for all three and four year olds, along with eligible two year olds, and are committed to offering 15 (30) hours per week to eligible children.
- We accept two year disadvantaged and working parent funding for up to 15 hours a week.
- We will accept children up to and including the age of 5 only while still on Government funding, if this is of benefit to the child.
- If pre-school was full and a place became available, we would offer it according to the order of the waiting list. Government funded children would take priority so as to fulfil our contract for the Government funding scheme.
- All sessions must be paid for and no refunds can be made for sickness, holidays or any other circumstances beyond our control

<b>This policy was adopted at a trustees meeting of</b>	<b>Battle Pre-School Playgroup</b>
<b>Held on</b>	<b>12<sup>th</sup> September 2024</b>
<b>Minute Reference</b>	<b>Sept24 Item 10</b>
<b>Date to be reviewed</b>	<b>September 2026</b>

