



## **Ditton Church Pre-School**



## **Admissions Policy**

### **Early Years Foundation Stage Links:**

Statutory Framework: Section 3 - The Safeguarding and Welfare Requirements

### **Legislation Links:**

- Equalities Act 2010
- Statutory Guidance for Local Authorities on the Delivery of Free Early Education for Two Three- and Four-Year-Olds and Securing Sufficient Childcare in conjunction with Kent's Provider Agreement.

### **Introduction**

Ditton Church Pre-School aims to accommodate children and families from all sections of the local community and the policy is agreed by the Management Committee.

### **Principles**

- Ditton Church Pre-School seeks to ensure that the existence of the Pre-School is widely known in all local communities. We will ensure information is kept up to date on our website and for our social media group.
- Ditton Church Pre-School seeks to ensure that information about our Pre-School is accessible, in written and spoken form. If appropriate, we would aim to provide it in more than one language. Where necessary, and possible we will try to provide information in Braille, or through signing or an interpreter.
- Ditton Church Pre-School is registered with KCC to participate in the 'Free for Twos Scheme' and will seek to accommodate any child eligible for this scheme as a priority and based upon sufficient staff being available.
- At Ditton Church Pre-School we take children from around the age of two and a half, but no younger than two years and four months. We operate two intakes per year, one in September and one in January. Children will be invited to join us at whichever intake is closer to them being two and a half.



- We are open from 9-3.30 Monday, Tuesday, Wednesday and Thursday so can offer a maximum of 26 hours.
- Fees are chargeable until the child is eligible for Government funding.(please see our Fees Policy)
- Consumables and snacks are charged at a set additional voluntary fee. Parents who choose to opt out will be provided with a list of suitable consumables and snacks to be provided in line with healthy eating policies and allergy considerations.
- We will work in partnership with parents and other carers, including child minders or where a child attends more than 1 setting, as well as with other professionals. (please also see Partnership with Parents, SEND and Equal Opportunities Policies)
- We will allow children to arrive and depart within our session hours according to family needs, however session fees will remain the same.

To view all of Ditton Church Pre-School's policies; please visit our website:  
**[www.dittonchurchpreschool.org](http://www.dittonchurchpreschool.org)**

## **Policy**

- Each year Ditton Church Pre-school seeks to accommodate a maximum of 50 children. The precise number varies from year-to-year based upon demand and our ability to provide the required number of staff. We reserve the right to vary the number of children admitted from year-to-year and term-to-term.
- Parents wishing to register their child should do so by completing the registration form and submitting this, if possible, by no later than 31<sup>st</sup> December in the year prior to the academic year in which they would like their child to commence Pre-School attendance.
- The admissions team will meet in January of each year and determine the capacity for spaces in the following academic year or whether they have been added to the waiting list. Dependent on numbers of older children, the new intake may be staggered in age order between September and February.
- Children will be offered a place when they reach two and a half years of age. In some circumstances we may agree to take a child, at the earliest, from the age of two years and four months. If a place is offered when a child turns two and a half and parents wish to delay their start it is likely they will have to wait until the following academic year and therefore would only have one year at Pre-School.
- If the Pre-School has not reached capacity at the time of the January admissions meeting applicants will be granted a place subject to a place for their age band being available; further applications will then be allocated places on a first come first served basis, until the Pre-School is full.
- In the event of Pre-School being over-subscribed at the time of the January admissions meeting we will operate a waiting list. Should a place become available, the waiting list will be operated in the following order:





- Priority will be given to children in care and those claiming Free for Two Funding.
  - In the next instances places will be offered to a sibling of a current Pre-School attendee or the child of a current employee.
  - Places will then be confirmed based upon the distance a child lives from the Pre-School. This will be calculated using a reputable on-line map such as Google Maps, with the child's postcode being used to determine their distance from the school.
- Subject to this being financially viable, the Pre-School will seek to maintain one place available for emergency admission. For example; a child on the 'Free for Two's' scheme, a child in care or a child with an Education Health Care Plan.
  - Once sessions have been allocated, and if the Pre-School is at full capacity, it will not be possible to increase them. You can ask for your child's name to be added to a waiting list for extra sessions and should these become available these will be allocated as per our procedures set out above.
  - The Admissions Team reserve the right to deviate from the above policy should it be necessary to manage the number of 2 year-old children admitted, either to reflect staff resourcing levels (2 year olds require higher level of supervision and higher staff ratios) or to ensure the sustainability of the Pre-School from year-to-year (if all children in attendance leave for Primary School at the same time this might destabilise the school and present resourcing and funding issues).
  - Once communicated, the decision of the Admissions Team may be appealed to the Management Committee who will consider the appeal at the next scheduled Committee Meeting. The decision of this meeting will be communicated to the parent(s) within two weeks of the meeting and shall be regarded as final.
  - For sustainability purposes we aim to maintain a viable balance between age groups.
  - A £25 'holding fee' will be charged by Ditton Church Pre-School, when parents confirm that they wish to accept the offer of a place. This will be deducted from the first term's invoice or in the case of funded children will be returned within the first half term.
  - If your child's eligibility for 'Free for Two' funding has been confirmed at the time the offer is made, the holding fee will not apply.
  - If a parent/carer later chooses to withdraw from the offer the holding fee is not refundable.

### **Procedures**

In line with the Statutory Guidance provided by the Department for Education will be offering the following:



Fee paying parents

Children can access any session. We ask that fee paying parents accept a minimum of two sessions per week.

15 hours Universal Funding

Our funded Early Years Education can be accessed between 09.00 and 12.45

Parents in receipt of 30 hours working parents funding entitlement

Working parents funding can be used for morning and/or whole day sessions.

Please note we are only open for 26 hours per week so cannot offer the whole 30 hours.

We ask that children attend a minimum of three sessions per week.

Please note:

Children who are eligible for funding:

This funding can be split between other childcare providers, with a maximum of two providers being used in one day. Although Ditton Church Pre-School cannot offer the 30 hours, we will be happy to provide contact details for reputable childminders and other settings in the area.

**This policy was adopted by the Ditton Church Pre-School Management Committee**

**Date: January 2026**

**Signed on behalf of the Management Committee**

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**Role of Signatory:**

**Chair of Management Committee**

**Next Review Date:**

**January 2027**