

Admissions policy

This policy will be reviewed on a three yearly basis

Statement of intent

It is our intention to make our setting accessible to children and families from all sections of our local diverse community.

Aim

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Methods

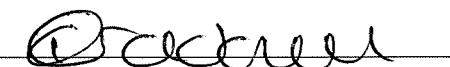
In order to achieve this aim, we operate the following admissions policy.

- We ensure our setting is advertised in our diverse community,
- Information can be provided in large print, through signing, an interpreter or translated into another language.
- We arrange our waiting list in order of a first come, first served basis.
- We welcome all parents, carers, relatives, Early Years Educators and professionals.
- We do not discriminate against a child or their family or prevent entry to our setting on the basis of colour, ethnicity, and religion, social background such as being a member of a travelling community or an asylum seeker.
- We ensure our equality and diversity policy is adhered to.
- We consult with families about the opening times of the setting to ensure we meet the needs of our clientele.
- We are able to offer flexible hours between 8am-9.15am and 3.15pm-6pm.
- Parents/Carers must give four weeks' notice if they decide to withdraw their child from Pippins. Government funding is non-transferable, if your child leaves prior to the signing of the headcount form you will be invoiced for the hours attended for 4 weeks' at the current amount allocated to us by the government.

This policy was adopted at a meeting of Pippins Pre-school & nursery

Held on Thursday 9th October 2025

Role of signatory (e.g. Chair etc.)



Chair

Commenced 2009 - reviewed 26.07.2024