



Admissions Policy

Statement of intent

Toddington Childcare and Forest School is committed to being as inclusive as possible in regards to our admissions in both our Pre-School and Wrap Around provision. We are registered with Ofsted to take a maximum of 48 children on the Early Years register during term time and our Breakfast and After School clubs are accessible for children aged 2 to 9 years. We offer a separate full day care provision for our youngest children aged 12 months to 2 years.

Aims

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

Procedures

- Our setting is widely advertised in places accessible to all sections of our community. Our details are included in all local Community publications including our Toddington Parish Council monthly news magazine publication, via our website www.toddingtonchildcare.org.uk, by email, on our Toddington Childcare & Forest School Facebook page and on Central Bedfordshire's Family Information Services.
- We ensure that information about our setting is easily accessible via our website (www.toddingtonchildcare.org.uk).
- We assess our waiting list prior to the start of each new term. Pre-school Session allocation is prioritised as follows:
 - Children currently attending and who are increasing their sessions.
 - Children with siblings already attending our setting
 - Children of Toddington Childcare and Forest School employees
 - Looked after (LAC) and/or vulnerable children
 - Children known to the Local Authority with Special Educational Needs and/or disabilities (SEND)
 - Children whose needs can be best met at a preferred setting.
 - Children whose parents live in the local community
 - Children whose parents work in the local community

- Children requiring a full-time place take priority over part-time places.
- We ask that we are informed of any medical conditions a child has, that may affect their ability to join in with the normal activities within a session.
- We are inclusive and ensure that all children have access to pre-school spaces irrespective of gender, race, disability, religion or belief or sexual orientation of their parents.
- We consult with families about the session times of our setting to avoid unnecessarily excluding anyone.
- We are flexible about attendance patterns to accommodate the needs of individual children and their families.
- We offer a free Home visit by our Setting Manager and your child's Key Person prior to your child's start date and will work in partnership with parents and carers to discuss the best way to help settle your child/children starting pre-school to ensure transitions and settling in go as smoothly as possible.
- We adopt a flexible approach and work with parents to assist any child with difficulties settling into the pre-school.
- We offer places for children who qualify for 12 months +, 2+ and 3 & 4 year old Government Nursery Education Funding. Government funding is intended to cover 15 or 30 hours a week of high quality childcare. It is not intended to cover the costs of meals/snacks, other consumables, additional hours or additional activities. We ask for a small voluntary contribution towards these consumables which is detailed in our pricing structure and on our website www.toddingtonchildcare.org.uk
- Each of our pre-school sessions include a small snack of; a carbohydrate like a cracker, breadsticks and a selection of fruit and/or vegetable sticks, as well as a drink of either milk or water. Drinking water is available throughout the day.

Prior to joining Toddington Childcare and Forest School, parents are required to complete a Registration form and a fully refundable £100 Registration fee will be requested upon confirmation of place. Parents of all children must provide proof of their child's age and address by giving us sight of their child's birth certificate and proof of address, such as a recent utility bill and/or driving licence before their child starts.

Admission is primarily 'first come first served'. However, during the school holiday period when demand is high for our Holiday Club provision; Children who attend Breakfast and/or After School Clubs and children who attend Pre-School at Toddington Childcare & Forest School or attend Toddington St George Church of England School are given priority.

We request all sessions be booked in advance and cancelled no later than 5 days before the session starts in order to avoid being charged full payment.

This policy was revised and accepted at a Committee Meeting of Toddington Childcare & Forest School held in January 2025 and is reviewed annually.

Reviewed and signed on behalf of Toddington Childcare & Forest School January 2026.

Sarah Malcolm

Chair to the committee of Toddington childcare & Forest School