

Admissions

Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.



Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list in birth order. In addition, our policy may take into account:
 - the vicinity of the home to the setting;
 - whether any siblings already attend the setting. See our 'over subscription criteria'
- We offer funded places in accordance with the Code of Practice for the local authority and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

Over subscription Admission Criteria

When the pre-school sessions are running at full capacity a waiting list is held. This is held by the chairman of the pre-school management committee and is run according to several criteria. These are explained below, in order of priority:

- a) Living in the catchment area for Guilden Morden primary school with a sibling at the pre-school at the time of admission;
- b) Living in the catchment area;
- c) Children living outside the catchment area who have a sibling at the pre-school;
- d) Children living outside the catchment area who have a sibling at Guilden Morden Primary School;
- e) Children living outside the catchment area but with a strong familial link to Guilden Morden i.e. parent, grandparent, aunt, uncle living in the catchment area.
- f) Children living outside the catchment area.

If there are a number of children on the waiting list other eligibility criteria are then examined: these are time on the waiting list and birth date. Time on the waiting list takes priority over birth date. If two or more children have been on the waiting list for the same amount of time then birth date will be taken into account i.e. an older child takes priority.

The date of entry onto waiting list comes from the dated application form which must be signed by both the primary carer and the Headteacher. This is to prevent any dispute over the date the pre-school place was applied for and by proxy the date they joined the waiting list. The form will be photocopied, the original will be kept by the pre-school on the master waiting list file and the copy given to the primary carer for their records.

Appeals process

If you are unhappy with the decision not to offer your child a place at Guilden Morden Pre-School, you have the right to an appeal. Any appeals will be considered by governing body. It is up to you to decide if you wish to exercise that right. Further information regarding how to request an appeal will be provided on request. All appeals must be made in writing to the Chairman of the governing body.

This policy was adopted at a meeting of	Guilden Morden C of E Academy LGB
Date to be reviewed	September 2025
Signed on behalf of the Local Governing Board	17.09.25
Name of signatory	Sarah Fryer
Role of signatory (e.g. chair)	Chair

Further resources

- Seasonal Hello Posters (Pre-school Learning Alliance 2006)