



Smalley Pre-school Application and Admission Policy

(Registered Charity No. 1033193)

Church Hall, Main Road, Smalley, Ilkeston, Derbyshire DE7 6EF

07903 129575

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 offer funded places in accordance with the Code of Practice for Derbyshire County Council. 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 Promoting Inclusion, Equality and Valuing Diversity 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 Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

Allocation of places


Our main admission of new children takes place at the beginning of each new school year in the autumn term (September). Children may also be accepted in the spring or summer terms, subject to spaces being available. Children who are returning after the summer holidays will be given first preference for sessions in the new academic year in September.

Parents should make requests for their preferred sessions and the pre-school will try to meet these requests where possible. We will give priority to children living within the local vicinity of Smalley Parish.

In addition, our policy may take into account: the age of the child, the length of time on the waiting list, whether any siblings are already attending the setting and the capacity of the setting to meet the individual needs of the child.

If a parent or carer wishes to appeal if a place has not been allocated, then they need to initially contact the Pre-school Committee, outlining why they feel they have a cause for complaint: smalleyppc@gmail.com.

This policy was adopted by Smalley Pre-school

On	23.12.25
Date to be reviewed	23.12.26
Signed on behalf of the provider	
Name of signatory	Joanne Rothwell
Role of signatory (e.g. chair, director or owner)	Chair of the Committee

Registration form

Places for pre-school in September are offered in May, and those offered a place will receive confirmation via email. **Please respond within 5 working days to secure your place.** If we do not hear from you, we will assume that you no longer require the place. At this time, a registration fee of £20 is required for all fee-paying children but is voluntary for children who will only attend using funded hours.

Name of child _____ Date of birth _____

Name of parent/carer _____ Telephone number _____

Address _____

Postcode _____ Email address _____

Preferred starting date _____

Sessions you are interested in (please circle), fd = full day:

Mon am, pm, fd **Tues** am, pm, fd **Weds** am, pm, fd **Thurs** am, pm, fd **Fri** am, pm, fd

Is there anything else you would like to tell us (e.g. names of siblings already attending)?

Signed _____

Date _____

Pre-school use only:

Staff member who took the registration form _____

Date _____