



Little Ducklings Pre-School

## **Admissions Policy**

It is our intention to make our pre-school accessible to children and families from all sectors of the local community. In order to achieve this we will:

- Welcome children from families of all types regardless of gender, race, culture, religion or disability.
- Encourage children to attend at least two sessions per week, in order that the child feels involved in all aspects of Pre-School life.
- Keep a place vacant, if viable, in order to accommodate emergency admissions.

For children on the waiting list, you will be phoned a few weeks before their start date to arrange a visit and agree session times. Children can be admitted when they reach two years.

We will make every effort to ensure that each child has the hours that parents request. If there is an issue the following criteria will be used to allocate spaces:

- To children who are already attending Little Ducklings.
- To siblings of children who are attending Little Ducklings.
- To children according to when their application was received (earliest first).
- To children in their final school year (not on waiting list).

In order that we can maintain high quality provision with the current staff ratio's, we will normally only admit five two year olds per session. We will also limit the number of sessions a two year old can attend until we are confident that we can successfully accommodate them.

Signed on behalf of Little Ducklings Pre-School: \_\_\_\_\_

Position: \_\_\_\_\_

### **Little Ducklings**

Holbein Close, Basingstoke, RG21 3EX.

☎ 01256 413794 [littleducklings@ymail.com](mailto:littleducklings@ymail.com)

Ofsted Registration: EY424761 Charity Registration: 1132767