



## Valley Pre-School Admissions Procedures:

- We ensure that the existence of our setting is communicated via the school website, newsletters and external notices on the school building.
- We ensure that information about our setting is accessible, using simple plain English and we will translate wherever possible.
- We operate a free waiting list. At the time when a place is confirmed, a deposit of £20.00 is necessary to secure the place. The deposit will **only** be returned at the end of the academic year.
- Our policy operates as follows:-
  1. Looked After Children and Adopted Children
  2. In exceptional circumstances, there is discretion to admit children on the grounds of their, or a member of their family's acute medical or social need.
  3. Children of staff at Valley Primary School
  4. Current part-timers who wish to increase or change sessions are given priority over those on the waiting list.
  5. Brothers/sisters of children in the main school and siblings of children currently attending will be given priority for places in our Pre-School.
  6. Proximity of home in relation to Valley Pre-School.
- We take into consideration the capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with the Code of Practice for Bromley and any local conditions in place at the time.
- 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.

If a child is absent for more than two consecutive weeks, they will forfeit their place in Pre-School, unless there are exceptional circumstances to be determined at the discretion of the Headteacher. Planned absences must be explained in writing and the date on which the child is due to return to Pre-School must be agreed by the Leader.

Attendance at the Pre-School does not entitle your child to a place at Valley Primary School. The CSA Trust sets the admission criteria for the main school.