



# ADMISSIONS POLICY

Our pre-school welcomes all children and families and carers, from all sections of the community.

We have contact details in the parish magazine and will from time to time advertise our pre-school to ensure that we reach all sections of the community ie the village centre, local shops and other premises including those outside of Knockholt. We also have details on the internet through Ofsted and Kent Children and Families Information Service who can be contacted on 03000 41 23 23, as well as our own website at [www.superstarspre-school.co.uk](http://www.superstarspre-school.co.uk) and Facebook and Instagram pages.

We continually monitor the gender and ethnic background of children at the pre-school to ensure no accidental discrimination is taking place.

***We do not operate a waiting list; instead we have a contact list. From the contact list places are offered in order of date of birth. Being on the Contact List only indicates your interest in your child attending Super Stars Pre-School.***

Places are allocated by the manager in consultation with the owner and this is usually done once a year with places confirmed between January and April for the next academic year starting in September of the same year. However, our admissions are continually being reviewed, so new children may join the pre-school at any time throughout the year depending on the availability of places. Please note the allocation of places is influenced by how many 3-4 year olds apply for places and the fact we have a limited number of places for 2 year olds per session and that priority is given to those children already on our contact list as at 31 January.

All children must attend a minimum of two morning sessions, unless due to particular circumstances and at the discretion of the owner - in these cases children may be able to attend afternoon sessions only

When you are allocated a place a registration form will be sent out which you will need to complete and return to accept the place. All information given on the registration form is treated as confidential.

The following criteria will be considered before places are allocated. The more of these criteria you fore fill the more likely a place will be allocated for your child although children living in the local area will have priority-

1. Those receiving grant funding who only have a year left before they go into primary school
2. Whose parents live within the parish of Knockholt, Halstead and Badgers Mount
3. Whose parents live within Cudham & Grays Road and Pratts Bottom
4. Sibling at St Katharine's School
5. With other childcare arrangements in Knockholt
6. Surrounding local areas

Children living outside the above areas can be considered for a place but need to be aware that if the pre-school has limited places available, the offer of a place may be conditional on the child only having a year before they go to primary school and would be at the discretion of the owner.

We will also give particular priority to:

- Children with special needs
- Children from families with special needs
- Children that are looked after ie fostered
- Refugee children and children of asylum-seekers
- Children who are homeless or live in particularly difficult home circumstances
- Children over the age of 3½ years who do not attend any other form of early years provision
- Children referred through Social Services or the Health Visiting Team

**Please Note:**

**Placing your child's name on the pre-school's contact list does not guarantee a place will be offered – this will depend on availability of places**

**Also please note that entitlement to a Free Early Education place does not offer a guarantee of a place or a particular pattern of delivery**

This Admissions Policy is reviewed annually to ensure that the pre-school continues to represent and meet the needs of the local community.

Reviewed 26<sup>th</sup> July 2024

To be reviewed annually