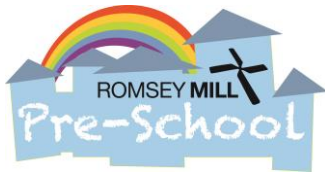


Admissions Policy

Policy Information		
Version Number:	v1.2	Policy Operational date: March 2012
Policy prepared by:	Early Years Coordinator	
Reviewed by:	Preschool Coordinator	
Approved by: Programme Manager	Signed: 	Date: October 2024
Policy review date:	October 2026	

It is our intention to make Romsey Mill Pre-school 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 pre-school through open, fair and communicated procedures.

- Romsey Mill will ensure that the existence of pre-school is widely advertised within the community, and in accordance with our Equalities and Diversity Policy
- Parents must complete and sign an application form to place their child on the waiting list
- We arrange our waiting list in birthday order. However, applications from regular users of Romsey Mill will be given first priority.
- Children can be offered funded places in Pre-school from the term after their second birthday, which reflects Cambridgeshire County Council procedures for those in receipt of 2-year-old funding. Fee paying places are available once the child turns two years old.
- Romsey Mill Pre-school will keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We will keep a waiting list. Parents will be contacted by phone or email, in the first instance, as soon as a place becomes available.
- Romsey Mill Pre-school operates on 2 sites. The younger children are currently based at Romsey Mill Centre (Hemingford Road) and the older children at Ross Street Community Centre.
- We will ensure that the description of Romsey Mill Pre-school and its practices demonstrate how we treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English as an additional language



- Early Years funded places will be offered in accordance with the Local agreement with Cambridgeshire County council and OFSTED
- Romsey Mill Pre-school accepts childcare vouchers. Details are available on request.