



## 5. ADMISSIONS POLICY

In our Pre-school we welcome and value all children and their parents, whatever their race, ethnic origin, beliefs, background, class, family status, religion or disability. Our aim is to provide a safe and happy environment where all children and adults are treated with equal respect and where cultural or religious beliefs, and home circumstances will be taken into account.

We are registered with the London Borough of Sutton to provide Free Entitlement Funding for eligible 2, 3 and 4 year olds. Parents must complete a Parents' Declaration Form and provide proof of their child's date of birth in order to check their eligibility. If they are not eligible, fees must be paid at the current rate. Funding may be split between 2 providers if so desired.

Entry into our Pre-school is normally in September or January, when the children are between 2½ and 3 years of age, subject to the following order of priority, providing applications have been received by the deadline:

1. Those who have supported special or medical reasons\*.
2. Children of members of Cheam Baptist Church.
3. Those who have a brother or sister at the Pre-school at the time of allocation.
4. The remaining places in age order with priority given to the older children, whilst ensuring a balance of Pre-school and Nursery children is maintained.

\* parents must supply relevant written professional evidence to support their case.

Reviewed 8/3/16