



## Admissions Policy

It is our intention to make our service accessible to all families and children in the community. We aim to do this by:

- Ensuring we advertise in places accessible to all sectors of the community
- Being as flexible as possible to meet the needs of individual children and families.
- Arranging our waiting list on a first come first served basis, whilst complying with the requirements of our registration.
- Welcoming all children into our setting, regardless of their background (see separate Equal Opportunities (Inclusion) Policy).

Before a child is admitted into our care the following must be in place:

- A contract agreed and signed by ourselves and the parent/carer
- Information on who has parental responsibility and who has legal contact
- An acknowledgement from parents/carers that they have read and agree to our policies and procedures
- A registration form and permission forms, completed and returned
- An agreed fee payment plan and payment of any necessary advance fees
- A settling in plan
- An initial meeting to meet the child and their parent/carer and discuss any specific needs

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

### **Shaw Village Pre School**

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