



Next Steps Pre-school of Elms Vale, Church Road, Dover, CT17 9LW

Tel: 01304 226234

Registered Charity No. 1156391

Admissions Policy

It is our intension to make our setting accessible to children and families from all sections of the local community. Our aims are to ensure that all sections of our community have access to our setting through open fair and clearly communicated policies and procedures.

Procedures

- At the Pre-School we ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- Information about our setting is accessible in written and spoken form, and where appropriate in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language/Makaton. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- There is a current website, policies, and procedures to show parents/carers how we run and operate as a pre-school
- There are main policies and procedures that are for the safeguarding of the children which includes Child protection and Health and Safety.
- Our waiting list is in birth order and the date of your application to join, although our policy may consider the following: - The vicinity of the home to the setting and siblings already attending the setting.
- Where financially viable a place will be kept vacant to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that we welcome fathers and mothers, other relations and carers including childminders.
- Our setting and its practices are described in terms of how it treats each child and their families, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired language.

- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- The gender and ethnic background of children joining the group is monitored to ensure that our intake is representative of social diversity.
- We make our equal opportunity policy widely known.
- We consult with families about the opening times of the pre-school to ensure we can accommodate a broad range of family need.
- We are flexible about attendance patterns to accommodate the needs of individual children and their families.

Terms and conditions: Framework and procedures

Please look at our terms and conditions on our website. There are policies and procedures of payment on our parent board in the setting.

As a provider we meet requirements of the Early Years Foundation Stage (EYFS) 2025

The Free Early Education universal is 15 hours per week over 38 weeks per year for 3- & 4-year-olds for everyone and Free Early Education free for 2-year-olds (under a criteria, please ask if you are unsure).

There is now working parent's eligibility for up to 30 hours for 2-year-olds and up to 30 hours for 3 & 4 year olds please check the website

www.childcarechoices.gov.uk to confirm that you meet the criteria for this.

You can share your Free Early Education childcare funding with another setting if you wish to.

There is a complaint procedure for any parent/carer not satisfied that their child has received their free place or with any other aspect surrounding this.

There is a payment procedure for extra hours outside funded hours these are optional for all parent/carers and agreement is made in advance by booking these hours and signing the joining form, but these can be changed at any time by speaking to the Manager.

This Policy was reviewed and updated in Sept 2025

Review in Sept 2026

Signed of behalf of Trustees of Next Steps preschool

Name of Signatory Virginia McCarthy

Role of Signatory Manager