Next Steps Pre-school, Elms Vale, Church Road, Dover, CT17 9LW
Tel: 01304 226234
Registered Charity No. 1156391

Admissions Policy

It is our intention to make our setting 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 our setting through open, fair and clearly communicated policies and procedures.

Procedures

- We ensure that our setting is widely advertised in places accessible to all sections of the community.
- Information about our setting is available 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. Where families' language needs require it, we will provide translated written materials as well as access to an interpreter.
- Our website, policies and procedures show parents/carers how we run and operate as a pre-school.
- Our main policies and procedures for safeguarding children include Child Protection and Health and Safety.
- Our waiting list is organised by the child's date of birth and the date of application. We may also consider how close the family lives to the setting and whether siblings already attend.
- 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, mothers, other relatives and carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to any needs arising from their gender, special educational needs, disabilities, social background, religion or 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.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake reflects the diversity of our community.
- We make our Equal Opportunities Policy widely known.
- We consult families about the pre-school's opening times to ensure we can accommodate a broad range of family needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and their families.

Terms and Conditions: Framework and Procedures

Please see the terms and conditions on our website. Our payment policies and procedures are displayed on the parent board in the setting.

As a provider, we meet the requirements of the Early Years Foundation Stage (EYFS) 2026.

All 3- and 4-year-olds are entitled to 15 hours of Free Early Education per week, over 38 weeks of the year. Free Early Education is also available for eligible 2-year-olds. Please ask if you are unsure whether your child qualifies.

Working parents may now be eligible for up to 30 hours for 2-year-olds and up to 30 hours for 3- and 4-year-olds. Please check www.childcarechoices.gov.uk to confirm whether you meet the criteria. You may share your Free Early Education funding with another setting if you wish.

We have a complaints procedure for any parent/carer who is not satisfied that their child has received their free place, or with any other aspect of this.

We also have a payment procedure for additional hours outside the funded hours. These hours are optional for all parents/carers. They are agreed in advance by booking them and signing the joining form, and they can be changed at any time by speaking to the Manager.

This policy was reviewed and updated in September 2026.

Next review: September 2027.

Signed on behalf of the Trustees of Next Steps Pre-school

Name of signatory: Virginia McCarthy

Role of signatory: Manager