



## **ADMISSIONS POLICY**

Woodpeckers Pre-school aims to be accessible to all children and families within the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures including advertisements in both local publications and newspapers and services families may access such as doctors' surgeries, Children's Centres and schools.

In order to accomplish this, we welcome fathers and mothers, other relations and carers, including childminders from all cultural, ethnic, religious and social groups, with and without disabilities or special needs.

In order to apply to Woodpeckers Pre-school, parents/carers are encouraged to visit the pre-school. If they wish to apply for a place for their child, they are requested to complete an Application Form accompanied by a £20 registration fee – if their child is entitled for Free for Two Funding, Two year old working entitlement Funding or Early Years Free Entitlement for 3 and 4 Years Olds funding from the local authority this fee will be exempt.

The waiting list for spaces is organised by date order of applications and available spaces for your child's age. If Woodpeckers Pre-school is unable to offer any space to your child, you will be notified by email and your child's name will be added to a waiting list.

Children are welcome to join our setting from the age of 2 years. We recommend that all children attend for at least 2 sessions a week. Children who receive either Free for 2 or Free Entitlement for 3- and 4-Year-Old Funding are eligible for 15 hours per week free of charge for 38 weeks per year). Some families eligible for the 30 hour extended funding may also be able to apply for 30 hours funding. Where Woodpeckers Pre-School is not able to offer this full entitlement (either 15 or 30 hours, you will be informed by us by email). For more information on Government funding, please visit <https://www.childcarechoices.gov.uk>.

Existing children of the pre-school have priority over new sessions available.

New Family Visits during late afternoons or during the Summer holidays will be offered to all new parents/carers prior to their child starting at Woodpeckers. These are not compulsory and aim to promote positive relationships between all parties: pre-school, parents/carers and child.

This policy was adopted on 10<sup>th</sup> May 2022 and will be reviewed annually.

Signed *Steven White*  
Steven White (Chairperson)  
**Trustee of Woodpeckers Preschool CIO**  
**26th August 2025**

