

*Jesus said, 'Let the little children come to me.'*

*At Little Fishes we aim to share God's love with the children and nurture a sense of kindness, love and respect, enabling them to flourish in life.*

## **10.2 Admissions policy**

### **Policy statement**

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 the setting through open, fair and clearly communicated procedures.


Although housed within St. Peter's Catholic Primary School, and working closely with Reception teachers, Little Fishes Pre-School has its own Constitution and Admissions Policy. The Admissions Policy for St Peter's Catholic Primary School and Little Fishes Pre-School remain completely separate and a place offered at the Pre-School does not automatically secure a place at St Peter's Catholic Primary School.

### **Procedures**

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Our admissions procedure is as follows:
  - Upon receiving an admissions enquiry, an application form is issued. When completed and returned the child is put on the waiting list.
  - We arrange our waiting list in birth order.

- We give priority to children who are already attending Little Fishes Pre-School and who will be in their pre-school year during the admissions period.
  - We then allocate places to the younger children who are already attending Little Fishes Pre-School.
  - We then allocate remaining places to new children on the waiting list, in date of birth order.
  - Places are offered with a start date of when the child is 2 years, 9 months old.
  - The main admissions period mirrors the school academic year (September to July). Applications for the admissions period are taken up until 31<sup>st</sup> January. Any applications received after this date go onto the waiting list until the admissions process has been completed, and then any available places are offered to these children on the waiting list, in date of birth order.
  - Places are offered in 3 tranches, depending on the term when the child is eligible to start (ie. when they are 2 years, 9 months old).
  - If parents wish to wait for a place until the term they are eligible to claim the 3 year old 'universal' Early Years Education funding, the child is put on the waiting list for that later start date.
  - Requests for places are considered throughout the year.
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- In addition, our policy takes into account the capacity of the setting to meet the individual needs of the child.
  - Our setting and its practices aim to welcome all of those people who are involved in the well-being of the child.
  - Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
  - We support children and/or parents with disabilities to take full part in all activities within our setting.
  - We monitor the needs and background of children joining our setting on the Registration Form, which is completed by parents on being allocated a place, to ensure that no accidental or unintentional discrimination is taking place.
  - We share and widely promote our Valuing Diversity and Promoting Equality Policy.
  - We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.

- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by: Little Fishes Pre-School  
On: 18/7/25  
Date to be reviewed: July 2026  
Signed on behalf of the provider:   
Name of signatory: Tim Wootton-Beard  
Role of signatory: School Governor

**Other useful Pre-school Learning Alliance publications**

- Seasonal Hello Posters (2006)