

Admissions

Policy statement

At Rudgwick Pre-school 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.

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, 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. Wherever possible we will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter if appropriate.

Admissions Arrangements for Rudgwick Pre-school:

- 1. Looked After Children;
 - 2. Children who live in Rudgwick Pre-school catchment area;
 - 3. Vulnerable children on 2-year funding
 - 4. Length of time on waiting list;
 - 5. Out of catchment with a sibling attending Rudgwick Primary School
 - 6. Out of catchment (with sibling having previously attended Rudgwick Pre-school);
 - 7. Out of catchment.
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- **Please note:** Attending Rudgwick Pre-school does not give any priority for attending Rudgwick Primary School at a later date
 - We have restrictions on the number of 2 year olds we can take on any one session, this can vary from year to year.
 - Catchment areas are reviewed from time to time and can change in the future.
 - Attached is the WSCC catchment area map for Rudgwick Primary School, we at Rudgwick Pre-school have decided to adopt and use the same area as shown on the map and use the map for convenience;
 - We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
 - We require that children initially start on two sessions per week.
 - We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.

- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional 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 make our Valuing Diversity and Promoting Equality Policy widely known.

This policy was adopted at a meeting of Rudgwick Pre-school

Held on 22nd September 2026

Date to be reviewed 22nd September 2028

Signed on behalf of the management committee

Laura Thornber

Name of signatory Laura Thornber

Role of signatory Chairperson

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (T834)

