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Mucky Pups Pre-School

Admissions policy

Mucky Pups Pre-School is registered for 24 children between the ages of 2 years old and 4 years old.

Other matters taken into account in deciding which child can be offered a place in the setting are:

* Availability of places, taking into account the staff/child ratios, the age of the child and the registration requirements.
* When the application is received (extra weight is given to those who have been on the waiting list the longest).
* The setting’s ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements.
* A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and availability.
* Extenuating circumstances affecting the child's welfare or the welfare of his/her family.

We operate an Inclusion and Equality Policy and ensure that all children have access to places at the setting and its services irrespective of their gender, race, disability, religious belief or sexual orientation of parents.

Prior to a child attending the setting, parents must complete and sign a registration form, a contract and a permissions list. These forms provide the setting with personal details relating to the child. For example, name, date of birth, address, parents contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, emergency contact details, doctor’s contact details, health visitor contact details, allergies, parental consent and vaccinations etc. Registration forms will be given on request. No child will be permitted to attend the setting without a registration form completed and returned

Free Early Years Entitlement

All settings registered to accept government funding must offer free places for three to five year olds for the sessions specified by the local authority. At Mucky Pups Pre-School we currently provide free funded places which are subject to availability. These places will be allocated on a first-come, first-served basis and can be booked a term in advance of the child turning three. Mucky Pups also offers spaces for children with 2 year old funding.

This policy was adopted on: ......................................................... Signed: ...................................................

Date for review: ..........................................................