



Cranfield University Pre-School

Admissions Policy

At Cranfield University Pre-school it is our intention to make our setting genuinely accessible to children and families from all sections of the local community. To accomplish this, we will:

- Describe the pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders and people from all cultural, ethnic, religious and social groups, with and without disabilities or competence in spoken English.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our Equality & Diversity policy widely known.
- Be flexible about attendance patterns to accommodate the needs of individual children and families.
- We are willing to hold a child's pre-school place for a maximum of 20 consecutive days if the child has a valid reason for their absence at the discretion of the pre-school Leader.
- Priority will be given to children of firstly university students, secondly staff working for the university, and any remaining places will be allocated to children from outside the campus community.
- Admissions may be limited due to staffing levels as we follow the Early Years' Foundation Stage Statutory Framework (2021) ratios, ensuring we open with one additional member over the statutory ratio of staff to provide extremely safe and high-quality child-care and education.
- Priority will be given to children aged 3 years and over and who are entitled to their Government funding.
- Nursery Education Funding (NEF) is provided from the Government via the Central Bedfordshire Council. Every child is eligible for up to 15 hours funded per week from the term after their child turns 3.
- Normal Pre-school fees apply until **the term after** your child's third birthday. Should we offer an extended session a top-up fee would be payable for each session your child attends.
- We ensure that information about our pre-school is accessible, in written and spoken form and where appropriate, in different languages. Where necessary, we will try to provide information through an interpreter.
- We describe our pre-school and its practices in terms of how it enables children with disabilities to take part in the life of the pre-school.

- We require visual evidence of your child's birth certificate or passport of which we must see the original.

Document title	Admissions Policy
Originator name/document owner	Kate Goodman
Professional Service Unit/Department	Pre-School
Implementation/effective date	September 2019
Approval by and date	September 2019 <i>K Goodman</i>
Date of last review and version number	September 2024 v6
Date of next review	September 2025