



Policy Statement

At Bizzy Bees Preschool, 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 families have access to our setting through open, fair and clearly communicated procedures.

We are committed to promoting equality of opportunity and ensuring that every child is given the best possible start in life.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and families to share this commitment. Admission to the setting is subject to safeguarding procedures being followed at all times, in line with our Safeguarding Policy.

Equality and Inclusion

Our setting is inclusive and welcoming to all children and families. We do not discriminate on the grounds of protected characteristics as defined in the Equality Act 2010.

We ensure that:

- All families feel welcome and valued within our setting
- Positive regard is given to diversity, including culture, religion, language, family structure and ability
- Children and/or parents with disabilities are supported to access the setting fully

We work in partnership with parents and external professionals to ensure that children with Special Educational Needs and Disabilities (SEND) are able to access our provision and receive appropriate support.

Admissions Procedures

We ensure that:

- The existence of our setting is widely advertised and accessible to all sections of the community
 - Information about the setting is provided in clear, simple language and, where appropriate, in different formats or languages on request
 - Our practices are welcoming and inclusive of all families
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Allocation of Places

Places are allocated fairly and transparently. We operate a waiting list, which is primarily organised by birth date.

When allocating places, we also take into account:

- The age of the child and eligibility for funded places (including eligible two-year-olds)
- The length of time on the waiting list
- Whether siblings already attend the setting
- The proximity of the child's home to the setting
- The capacity of the setting to meet the individual needs of the child

We may keep a place available, where financially viable, to accommodate emergency admissions.

Funded Places

We offer funded places in accordance with the local authority Early Years Funding Agreement and current government guidance.

Flexible Attendance

We aim to be flexible in accommodating the needs of children and families wherever possible.

Attendance patterns will be agreed with families, provided they support the continuity and stability of the setting for all children.



Partnership with Parents

We work in partnership with parents and carers to ensure that children settle well into the setting and that their individual needs are met. We consult with families about opening times and provision where possible to support a wide range of needs.

Data Protection

All personal information collected during the admissions process is handled securely and in accordance with our Data Protection Policy and relevant legislation.

Withdrawal of Places

Failure to comply with the setting's terms and conditions may ultimately result in the withdrawal of a place.

Policy Review

This policy was reviewed: April 2026

Next review date: April 2027

Signed: _____RLAVERY_____