



## **Admissions Policy**

### **Our Lady of Pity Pre-School CIC and Ems Stars LTD**

#### **1. Purpose**

This Admissions Policy sets out the criteria and procedures for allocating places at Our Lady of Pity Pre-School CIC and Ems Stars LTD. The policy ensures that places are offered in a fair, transparent, and consistent manner.

This policy applies when the pre-school is oversubscribed (i.e., when the number of applications exceeds the number of available places for a particular age group or session).

#### **2. General Principles**

Admissions will be administered in a clear and equitable manner.

Places will be allocated according to the priority criteria outlined below when demand exceeds availability.

The setting complies with all relevant early years statutory requirements and equal opportunities legislation.

#### **3. Oversubscription Criteria**

When the pre-school is oversubscribed, places will be allocated in the following order of priority:

##### **1. Current Playgroup (Age 2–3) Children**

Children currently attending the Playgroup (Age 2–3 provision) will be given first priority for progression into the next appropriate pre-school session.

##### **2. Children on the Admissions List**

Following allocation to current playgroup children, any remaining sessions will be advertised and offered to children on the admissions waiting list.

Within this group, places will be offered in the following order:

##### Siblings

Priority will be given to children who have a sibling currently attending Our Lady of Pity Pre-School CIC and Ems Stars LTD at the time of the proposed start date.

##### Date Order of Application

After applying the sibling criterion, places will be allocated according to the date on which the child was added to the admissions list. Priority will be given to those who joined the list earliest.



#### **4. Admissions List**

An admissions list will be maintained for each academic year and/or intake period. The date the child's information (name, dob and email address) is received will determine a child's position on the list.

#### **5. Offer of Places**

The admissions process will begin in the Spring before the child is due to start. Parents will be able to apply for their child's place via a Google form. In the event that there are a large amount of applications the form may get closed early. All sessions will be allocated by the Spring break.

Parents/carers will be notified in writing if they have been successful in gaining a place. A deadline for acceptance will be provided.

If an offer is declined or not accepted within the specified timeframe, the place may be offered to the next eligible child in accordance with this policy.

Parents/carers will be notified in writing if they have been unsuccessful in gaining a place. We will keep their details on file in the event of a space becoming available.

#### **6. Equal Opportunities**

Our Lady of Pity Pre-School CIC and Ems Stars LTD is committed to inclusion and equal opportunities. No child will be discriminated against on the grounds of race, religion, ethnicity, disability, gender, family background, or socio-economic status.