



## **The Butterfly Rooms (Incorporating Woodlands) LTD**

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

### **Admissions Policy**

#### **Policy Statement**

Our setting is committed to being accessible to children and families from all sections of the local community. We strive to ensure fair, open, and clearly communicated admission procedures, welcoming all families equally.

#### **Procedures**

- We actively promote the existence of our setting in places accessible to all members of the community.
- Information about our setting is provided in clear, plain English, both in written and spoken form.
- Applications are arranged by date and categorized into age groups to manage our waiting list efficiently.
- Admission decisions consider:
  - The age of the child, prioritizing children eligible for free entitlement, including eligible two-year-olds and children from 9 months of age in line with the 2025 EYFS expansion.
  - Our capacity to meet the individual needs of the child.
- Funded places are offered in accordance with Thurrock Council's Code of Practice and applicable local conditions, including the national entitlement of up to 30 hours per week for eligible children.
- If financially viable, a place may be kept vacant to accommodate emergency admissions.
- We actively welcome all families, including fathers, mothers, carers, and other relations.
- Our practices promote positive regard and understanding of differences, including gender, family structure, class, background, religion, ethnicity, and language proficiency.
- We support children and parents with disabilities, ensuring full participation in all activities.
- The needs and backgrounds of enrolled children are monitored through the Registration Form to prevent any accidental or unintentional discrimination.
- Our Valuing Diversity and Promoting Equality Policy is widely shared and promoted.
- We consult with families about opening times to accommodate diverse needs.
- Flexible attendance patterns are offered, provided they do not disrupt the overall stability of the setting.
- We follow up on unexplained absences and maintain at least two emergency contacts per child, in line with safeguarding expectations.
- All admissions are subject to our safeguarding and safer recruitment policies.
- Families may raise concerns or appeal admissions decisions through our Complaints Policy.
- Non-compliance with our terms and conditions may result in the withdrawal of a child's place.

This policy was adopted by

On

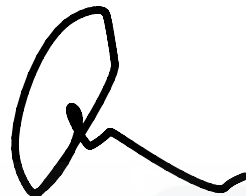
Date to be reviewed

Signed on behalf of the Management committee

The Butterfly Rooms Ltd

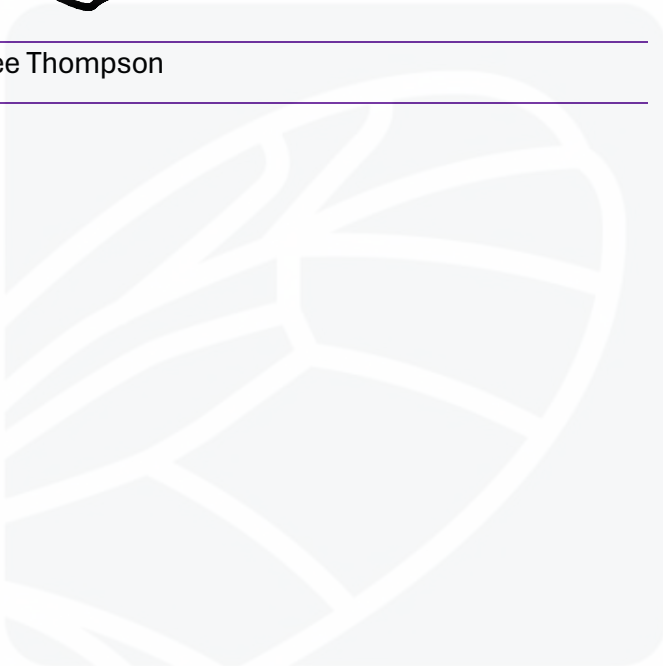
7<sup>th</sup> July 2025

7<sup>th</sup> July 2026



Name of signatory

Miss Aimee Thompson



THE  
BUTTERFLY  
ROOMS