



Pre School Admissions Policy

Policy Statement

Pavilion Preschool (Aigburth) CIO is committed to providing an inclusive, welcoming and accessible environment for all children and families. We aim to ensure that our admissions process is fair, transparent and free from discrimination, giving every child the opportunity to benefit from high-quality early years education and care.

Admissions are made in accordance with our Equality, SEND and Safeguarding policies and the requirements of the Early Years Foundation Stage (EYFS).

Admissions

Children may be registered from birth and are eligible to attend from the term after they reach the appropriate age for funded early education (2.5 years, 3 and 4 years old) or as a privately funded child, subject to availability.

Parents and carers are encouraged to visit the preschool before registering their child.

Completion of a registration form does not automatically guarantee a place.

Allocation of Places

Places are allocated according to availability while ensuring the preschool can meet the needs of all children safely and effectively.

Where demand exceeds available places, priority will normally be given in the following order:

1. Children who are looked after or previously looked after.
2. Children with an identified Special Educational Need or Disability (SEND), where the preschool is able to meet their needs with appropriate support.
3. Children already attending Pavilion Preschool wishing to increase their sessions.
4. Siblings of children currently attending Pavilion Preschool.
5. Children eligible for funded early education.
6. Children by date of registration.



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The Preschool Manager and Operations Manager reserves the right to consider exceptional circumstances where this is in the best interests of the child.

Waiting List

Where no places are available, children will be placed on a waiting list.

The waiting list will be maintained using the admissions criteria above and reviewed regularly. Parents will be contacted as soon as a suitable place becomes available.

Funded Early Education

Pavilion Preschool offers funded early education places in line with current government funding arrangements.

Parents are responsible for ensuring they meet any eligibility requirements and provide the necessary documentation, including valid eligibility codes where applicable.

Additional hours or services outside the funded entitlement may be subject to charges.

Settling In

We recognise that starting preschool is an important transition.

Each child will be offered settling-in sessions appropriate to their individual needs before their agreed start date. Parents and carers will have the opportunity to meet their child's key person and share important information about their child's interests, routines, health and development.



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Inclusion

We welcome children and families from all backgrounds.

Admissions decisions will never discriminate on the grounds of:

- Race or ethnicity
- Religion or belief
- Disability
- Sex
- Gender reassignment
- Sexual orientation
- Family circumstances
- Pregnancy or maternity

Reasonable adjustments will be made wherever possible to ensure children with additional needs can access our provision.

Medical Needs

Parents must inform the preschool of any medical conditions, allergies or dietary requirements before their child starts.

A place may be offered subject to appropriate care plans and risk assessments being agreed where necessary.

Registration and Documentation

Before starting, parents will be asked to provide:

- Completed registration form
- Child's birth certificate or passport
- Proof of address (where required)
- Emergency contact details
- Details of any medical conditions or allergies
- Funding eligibility information (if applicable)



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Attendance

Parents are expected to inform the preschool if their child will be absent.

If a funded child fails to attend regularly without explanation, the preschool reserves the right to review the place in accordance with local funding requirements.

Confidentiality

All information provided during the admissions process will be handled confidentially and in accordance with UK data protection legislation and the preschool's Privacy Notice.

Review

This policy will be reviewed annually or sooner if legislation or local authority guidance changes.

This policy was adopted in July 2026.

Last updated: 07.07.26

Signed by Chair of Trustees:

Signed by Operations Manager: