Admissions Policy

Academic year 2026/27 | Reviewed at least annually

Statement of Intent

The Wendy House Preschool is committed to providing a welcoming, inclusive and accessible environment for children and families from all sections of the community.

We aim to operate a fair and transparent admissions process and to work in partnership with families to meet the individual needs of each child.

Aims

We aim to:

- ensure our admissions arrangements are fair, transparent and inclusive;
- welcome children and families regardless of background, culture, religion, family circumstances, disability or special educational needs;
- support children with special educational needs and/or disabilities (SEND) and make reasonable adjustments where required;
- work in partnership with parents and carers when considering children's individual needs; and
- offer attendance patterns that meet the needs of children and families where availability allows.

Admissions

The Wendy House operates a waiting list where demand exceeds the places available.

Children are normally admitted from three years of age. Where spaces are available, children may be admitted from two years of age.

We welcome children with SEND and will work with parents/carers and, where appropriate, other professionals to understand the child's needs and consider any reasonable adjustments or additional support required.

Admission decisions will not unlawfully discriminate against a child or family.

Priority for Places

Where there are more requests than available places, consideration may be given to:

1. Children aged three and above.
2. Children aged two.
3. Children of staff employed at The Wendy House.
4. Children with siblings currently attending the setting.

5. Children with identified medical, social or additional needs.
6. Availability of the sessions requested.

Individual circumstances may also be considered by the Manager where appropriate.

Allocation of Sessions

Children will normally be offered a minimum of two sessions per week, subject to availability and the individual needs of the child.

Requests for additional sessions or changes to existing sessions will be considered according to availability. Where demand exceeds availability, a waiting list may be operated.

Priority for additional sessions may be given to children in their final academic year before starting school.

Children accessing government-funded early education and childcare entitlements may request funded sessions in accordance with their eligibility. We will aim to accommodate requested hours and attendance patterns wherever places and staffing arrangements allow.

The availability of a funded entitlement does not automatically guarantee that all requested sessions or hours will be available at The Wendy House.

Equality and Inclusion

The Wendy House is committed to equality of opportunity and inclusive practice.

We will not unlawfully discriminate against a child or their family and will have regard to our duties under relevant equality, SEND and Early Years Foundation Stage requirements.

Where a child has SEND, we will work in partnership with their parents/carers, our SENCO and relevant professionals where appropriate to identify how their needs can be supported within the setting.

Please also refer to our Equality and Diversity Policy and Special Educational Needs and Disability (SEND) Policy.

Review

This policy will be reviewed at least annually and sooner where legislation, statutory guidance or the needs of the setting change.

Policy Approval & Review

Policy year	2026/2027
Approval status	Awaiting Management Committee approval
Next scheduled review	March 2027