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Play • Learn • Grow

Admissions Policy

Statement of Intent

It is our intention to make First Step Pre-school Ltd accessible to children and families from all sections of the local community. We are committed to being as inclusive as possible regarding our admissions for the preschool. We provide funded childcare. This policy outlines First Step Pre-school Ltd admissions, and the plans for offering funded childcare in a sustainable and inclusive manner. When considering admissions, we are mindful of staff: child ratios and the facilities available at the preschool. We are registered with Ofsted, we can provide up to 38 places at any one time. We do not require children to be toilet trained on admission.

Offering Places

Where services are over-subscribed, the following priority for admissions has been agreed:

1. Birth Order
2. On a first come first serve basis.
3. Children from the admissions list will be given a place before offering additional sessions to existing children on the waiting list.

Places will always be confirmed by the setting manager by telephone.

Funded places will be available for two, three and four-year old's, subject to eligibility and the availability of sessions and staffing arrangements. Spaces will be available half termly and in line with the admission criteria

Prior to a child attending our preschool, parents must complete and sign a contract and registration form. These forms provide the preschool with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees, and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent, and vaccinations etc.

Once a place has been offered, you will be sent relevant information and details of the welcome visit

Holiday and after school places.

First Step Pre-school Ltd are able to offer before and after school club and offer 6 weeks holiday club throughout the year. Parents will need to book a space through Admin. Funding cannot be used for sessions outside pre-school hours. Parents will be invoiced.

This policy was adopted at a meeting of	First Step Pre-school Committee	name of setting
Held on	November 2021	(date)
Date to be reviewed	November 2022	(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory (e.g. chair/owner)		