**Admissions Policy**

There are several details that we must have completed and in our possession before we can assume the responsibility of caring for your child, there are no exceptions. This is to ensure that your child will get the very best care possible from us. All forms must be updated annually, sometimes sooner and according to need. The forms are as follows;

1. Child Information Form
2. A copy of child’s birth certificate
3. Government Funding Forms

(All forms are supplied by Whitchurch Under Fives once you have secured a place and handed out at our Introductory session).

The group is open to families in the local Community and our waiting list is based on the admissions criteria as outlined below to initially qualify for a place:-

Admissions Criteria:-

1. Children must be 3 years of age by 31st August, in line with the cut-off date used by the Bristol City Council. The child needs to be living within Whitchurch Under Fives catchment area (see map attached). Proof of address is required, for example child benefit/tax credit letter or child bank statement. Date of registration is also taken into account. If we are oversubscribed within catchment, closest to setting will get priority.
2. Children who are living within Whitchurch Under Fives catchment area who have just missed the cut off date (September birthday).
3. Our closing date for Registration of a child is 15th December. Any applications received after this date will go on the waiting list. You will be informed if your child secures a place by the end of January.
4. If you think you are eligible for the 30 hour working parents Government scheme, it is your responsibility to provide the setting with the 11 digit code you have been given. It is a parent’s responsibility to update this code when it expires (3 months) and supply the setting with the new code. If this is not updated in time, additional hours cannot be safeguarded and fees will apply. We are committed to offering a place to children from all backgrounds.

\*\*Note\*\* Parents must register their child’s name under their HOME address. If it comes to light that on registering your child an address has been falsified (not your child’s home residence) your child’s position at Whitchurch Under Fives will be compromised and revoked.

Whitchurch Under Fives is registered to care for Pre-school aged children.

Whitchurch Under Fives offers Full Day Care and Session Care

Hours of opening are – 8.15 am – 4.15 pm

We aim to advertise in a manner which is accessible to all families. We have a website for prospective parents to view and an up to date Prospectus.

[www.whichurchunderfives.co.uk](http://www.whichurchunderfives.co.uk)

We endeavour to accept a family as unique and work to meet their needs within reasonable limits.

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| Whitchurch Under Fives Pre-school |
| Signed by Whitchurch Under Fives **Committee** Member -  Name:  Signature: Date: |
| Review Date:  Review Date: |

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| Whitchurch Under Fives Pre-school |
| Signed by Whitchurch Under Fives **Staff** Member -  Name:  Signature: Date: |
| Review Date:  Review Date: |