

Admissions policy

Statement of intent

It is our intention to make our setting accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language.
- We admit children to Woodland Corner from age 2-11 years, when places are available, taking into account the capacity to meet the individual needs of the child.
- Admission to Extended Schools is on a first come first served basis. A waiting list will be maintained. Sessions will be invoiced each half-term in advance and are non-refundable. Ad hoc bookings are accepted if places are available. Pre-school aged children may be able to attend breakfast and after school sessions depending on availability.
- Admission to Holiday Clubs is on a first come first served basis. The booking is only confirmed upon payment of the deposit. A waiting list will be maintained.
- Pre-School places will be offered to children aged 2-4 years using the following guidelines when places are available:

We arrange our Pre-School waiting list in birth date order.

In addition our policy may take into account the following:

- Date the “Expression of Interest” form is returned to Woodland Corner;
- Siblings already attending the setting;
- the vicinity of the home to the setting.
- Pre-school lunch club places are only allocated once all afternoon sessions have been filled, and are reviewed termly.
- We offer funded places in accordance with the Code of Practice for Suffolk County Council and any local conditions in place at the time. We offer 15 hours and a limited number of 30 hour places for children whose parents/carers are eligible. To cover the cost of snacks and additional activities, there is a voluntary charge for these pre-school hours. Should you not want to pay this charge, please speak with our manager so they can discuss options for supplying snacks and resources for your child to eat/use. All fees are detailed in our fee structure.

- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We make our 'Valuing Diversity' policy widely known:
 - We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
 - We describe our setting and its practices in terms of how it treats each child and their family, having regard to their individual needs and any protected characteristics (as defined in the Equality Act 2010).
 - We describe our setting and its practices in terms of how it enables children and/or parents/carers with disabilities to take part in the life of the setting.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs, where staffing permits.
- As far as possible, we are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

This policy was adopted at a meeting of
Woodland Corner

Held on (date) 28th January 2026

Signed on behalf of the Management Committee

Jess Brown

Role of signatory (e.g. chairperson etc.)

Chairperson

Review date

January 2027