



Admissions and Waiting list Policy

At Lymestone Preschool we care for up to 39 children between the ages of 2-4 years in our preschool setting and offer wraparound care for children between the ages of 4-11 years who attend the local Primary school.

The numbers and ages of children admitted to the Preschool comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

We operate an inclusion and equality policy and ensure that all children have access to Preschool places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Visiting

We welcome prebooked visits from parents and children who are considering applying for a place within our setting. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our preschool. The Preschool aims to organise at least 3 open days per year, before the start of each term, to allow parents/carers an opportunity to explore our provision and meet some of the staff. Information regarding our next open day can be found on our website. Under some circumstances, e.g starting mid-term we may arrange a private tour of the Preschool.

Applying for a place at our Preschool

Applications for a place must be made via the Registration Form which can be found on our website or requested via email. Each child must be registered separately. No place will be offered without fully completed registration forms. Once the application has been accepted by the Preschool, a deposit will be payable to secure the place. The deposit will be returned after a full term of attendance. For all children offered a place but where the parent/carer chooses to withdraw their child, then the deposit will not be refunded. Failure to pay your deposit within the requested period, will result in the space no longer being guaranteed.

Should you wish to delay your child's start date with us after your space has been confirmed with deposit paid, you will only be able to hold the space for an additional month from the original start date, anything longer than this will result in your child returning to the bottom of the waiting list.

We take the following matters into account when prioritising and deciding on admissions:

- Children already attending setting wishing to increase their hours or move to wraparound care following the transition to primary school
- Availability of places, considering the staff: child ratios, the age of the child and any registration requirements
- Children who have siblings who are already with us
- Children within the Lymestone village
- When the application is received (extra weight is given to those who have been on the waiting list the longest)

- The Preschool's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

Information provided in registration forms

Registration forms are to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which the child permanently resides, as this can disadvantage another child within the village.

Before making an application parents need to have checked their eligibility for working element funding at [Childcare & Early Years Education | Best Start in Life](#). Evidence of eligibility will be checked before an offer of a place is made. It is the parent/carer's sole responsibility to ensure that the correct funding is applied for in the correct period. Failure to do so will result in chargeable hours and/or withdrawal of place.

Parents should also check if they are eligible for Early years pupil premium or DAF, criteria can be checked via [Get extra funding for your early years provider - GOV.UK](#). If eligible, please let us know on additional information section of registration forms.

You will be asked to provide date of birth evidence such as the child's original birth certificate so that we can verify the child's full legal name and age.

Waiting list procedure

The Preschool operates a waiting list for admissions they cannot offer with a start date due to availability. The office team will regularly review the Preschool availability and when a space becomes available, parents/carers will be contacted via email offering the space. You will be given a 4-week period to accept this place, failure to respond within the requested time, will result in registration forms being destroyed, and should you wish to reapply you would have to recomplete forms and restart on the waiting list.

This Policy was agreed by Lympstone Preschool Committee

Date: 01/04/2025

Last reviewed

Date: 11/03/2026