

Admissions

Policy statement

It is Dragonflies intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our preschool is widely advertised in places accessible to all sections of the community.
- We offer funded places in accordance with the Local Authority conditions in place at the time.
- We offer 15 and 30 hour funded places if the child is eligible and we have space.
- A minimum of two sessions on different days must be taken for each child.
- Once an application form and £20 deposit are received this secures a child's place on a first-come first-serve basis.
- Once the child starts preschool sessions, the deposit is refunded on their first invoice issued.
- The notice period to give up a child's place at Dragonflies Preschool is 4 weeks.
- Dragonflies Preschool and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Dragonflies Preschool and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- Dragonflies support children and/or parents with disabilities to take full part in all activities within our preschool.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by

Dragonflies

On

January 2026

Date to be reviewed

January 2027

Signed on behalf of the provider

Name of signatory

Role of signatory

Trustee