**Bradgate Preschool Admissions Policy/Procedure**

We welcome all applicants for places however we have to limit the number of places to 20 per session. We are able to take children from 2 ½ although priority is given to children aged 3 before 31st August. New starter applications can be collected in setting between 9:00am and 3:00pm or downloaded from the Eastfield school website and emailed or delivered by hand to the setting with a copy of your child’s birth certificate.

Children will be offered places in line with the following criteria.

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| 1. Child aged 3 |
| 1. Live in catchment area |
| 1. Live in Thurmaston |
| 1. Siblings in a Bradgate Trust school |
| 1. Date of application |
| 1. Number of sessions requested |

**Admissions Procedure**

1. To place all prospective new starters into the waiting list folder with a copy of the child’s Birth Certificate. Forms to be placed in order of age from eldest to youngest.
2. During the 1st week back after the February half term, Preschool manager to call all parents on waiting list who have children aged from 2.5 in the following September to discuss required sessions. Provisional sessions will be allocated.
3. Preschool manager to complete an admissions list for the coming September.
4. Parents to be invited to collect a parent pack on an agreed date.

**Parent pack to include:**

Admission form

PSOU (If child receives FEEE)

All about me form

Tapestry letter and permission slip

EYPP Parent permission form

Intermate care Policy and permission slip

Preschool prospectus

Arbor guide for parents

Parent contract

Confirmation of place letter

Funded entitlement and Charging policy

1. Parent’s to return paperwork at their convenience within 2 weeks of receiving.
2. Parents to be invited to a ½ hour stay and play session on an agreed day and time in June.
3. Parents to be emailed a confirmation of place letter alongside photos of the setting and a welcome letter.
4. During the last week of term, Preschool Manager to create a Tapestry account for all new starters and to send parents a link to set up their own Tapestry account.

Updated – February 2025

To be reviewed – February 2026