Sticky Fingers Pre-School
Abbas and Templecombe Church School,
School Lane, Templecombe, Somerset, BA8 0HP.
Telephone no. 07742895967 / Email manager@stickyfingerspreschool.org
Registered Charity no. 1029754 / www.stickyfingerspreschool.org

1. Admissions

Policy statement

It is our 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 setting is widely advertised in places accessible to all sections of the community, and that information about our setting is accessible, written and in spoken form.
- We offer funded places in accordance with the Code of Practice for South Somerset and any local conditions in place at the time.
- Parents are given a parent pack and parents with their child (ren) are invited into the pre-school during a 'taster' session and there is the option of a home visit to aid the transition from home to setting.
- Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We arrange our waiting list on a first-come, first-served basis. In addition, our policy may consider the following:
    - The vicinity of the home to the pre-school
    - Siblings already attending the pre-school

  (Please note that registration at Sticky Fingers does not automatically guarantee a place at Abbas and Templecombe Church School)
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting 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.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place. If any racial discrimination takes place, this will be recorded by our Equalities Co-ordinator (ENCO – Rebecca Butler) on a racial incident record and this will be sent to the Inclusion Officer within the Early Years team at County Hall, where this will be monitored.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.

- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- 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.
- Following receipt of the completed enrolment form and relevant consents, the manager will confirm in writing the child's start date via a confirmation letter, which details the confirmed start date and sessions booked in. Furthermore, it will detail what documentation is required to be brought /provided on the first day (if not yet returned) and offering a home visit or bringing the child in again before their start date (which we are happy to arrange) to support the settling in procedure. Alongside this confirmation letter we add the key person leaflet, detailing who will be their child's key person and their role. It is also made known that the full set of pre-school policies can be accessed on our website (www.stickyfingerspreschool.org under the heading 'policies')
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

For further information on the Somerset area please use link Somerset Council to find "Welcome to Somerset" information.

This policy was adopted by	Sticky Fingers Pre-School
On	6th October 2026
Date to be reviewed	October 2027
Signed by Chairperson	
Name of Chairperson	Ashley Panton