Marston Moreteyne VC School

Chimneytots Pre School

Admissions Policy

January 2026

We intend to make our setting as accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

Procedures

- The setting is widely advertised in places accessible to all sections of the community;
- Information about the setting is available in written and spoken form and if needed, we will attempt to provide information in languages other than English. If required we will try and provide information in Braille;
- We welcome both mothers, fathers and other carers such as childminders, grandparents, step parents and other relations;
- We will meet the needs of anyone enquiring about, or attending the setting having regard to their gender, special educational needs, disabilities, social background, religion, ethnicity or those with English as a second language;
- We encourage and enable all children and families to take part in the setting;
- We monitor the gender and ethnic background of children joining to ensure that our intake is representative of local social diversity;
- We make our Equal Opportunities policy known to parents and carers;
- We consult with families to ensure we accommodate a broad range of family needs;
- We are flexible with attendance patterns to accommodate the needs of individual children and their families, providing these do not disrupt the continuity in the setting which provides stability for all the children;
- Please be aware that site preferences and sessions cannot be guaranteed.
- In the event of there being more applicants than there are places available, the Pre-School will apply the following criteria in the priority order listed. When referring to the catchment area, please be advised, this is the same as Marston Moreteyne VC School.

    1. **All 'looked after' children or previously 'looked after' including those children who appear to the Council to have been in state care outside England and ceased to be in state care as a result of being adopted.**
    2. **Children living in the catchment area of Chimneytots Pre-School, by order of application received, in order to receive their full entitlement of government funding each week.**
    3. **All other children by date of application received.**

For children with exceptional medical/educational needs, applications will be dealt with on a case-by-case basis, in accordance with our equal opportunities/SEND policies. We will liaise with the SENDCo and Early Years Lead to best meet your child's needs. Allocated sessions may be subject to staffing levels.

The Governing body makes it clear that admission to Chimneytots Pre School does not provide entitlement for a child to be admitted to Marston Moreteyne VC School. Please refer to the school's Admission Procedure for further clarification.

*Please note that sessions for January Term and Easter Term will be very limited due to the September intake. Completion of the starter form does not guarantee admission to our preschool.

Appeals

If you feel there has been an unfair implementation of the above Admission Policy you have the right to appeal. This can be done by writing to the **Chimneytots Administrator c/o Marston Moreteyne VC School**. The appeals panel will consist of three members of the MMVCS Governing Body and/or members of the school's Senior Leadership Team. The panel will meet within 20 working days of receiving an appeal. The panel will then write to the appellant informing them of their decision.

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