



JAMES DIXON PRIMARY SCHOOL

Preschool Admissions Policy

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.

Waiting List

We operate a free waiting list, and parents are encouraged to book early for places.

Our Preschool admissions policy is as stated in the School's Admissions Policy, but when not oversubscribed it is on a first-come, first-served basis, but with the following exceptions:

- Current part-timers who wish to increase or change sessions are given priority over children on the waiting list
- Siblings of children currently attending have next priority

Prior to a child attending James Dixon Preschool, parents must:

- give a copy of the child's birth certificate,
- sign a copy of the Parent Contract – stating the hours your child attends. This is an agreement to allow us to claim the government funded place.
- sign our terms and conditions in our registration/admission form. This form provides the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Providing government funded places –for 2 year old funding, universal 15 hours and extended entitlement (30 hours)

All funded sessions are in line with the Government's Statutory Guidance and Local Authority requirements. When you register your child for their funded place we will discuss your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes. We will try to accommodate hours needed or if changes to hours are needed but this should be booked in advance.

All settings registered to accept government funding must have a free offer for 2, 3 and 4 year olds.

	1 am 2 funding 15 hours	Universal 15 hours	Extended Entitlement (30 hours)
Free Offer	Monday to Friday: 38 weeks a year 8.30 am to 11.30 am OR 12.15 pm to 3.15 pm	Monday to Friday: 38 weeks a year 8.30 am to 11.30 am OR 12.15 pm to 3.15 pm	Monday to Friday: 38 weeks a year 8.30 am to 3.15 pm
Paid Offer		-	Fee of £7 per day to cover lunch period

Intake	Term child turns 3 years old	Term after child turns three until compulsory school age	Term after child turns three until compulsory school age
consumables	Parents provide their own pull-ups, wipes and nappy sacks.		
Additional charges	Continued late collection of children without notice or valid reasons will result in a charge of £7		

Please note that the availability of a Preschool place does not guarantee a place at James Dixon Primary School, and applications for places in Reception must be made in the usual manner via the London Borough of Bromley's website.