

Admissions Policy
Safeguarding and promoting children's welfare
Positive relationships

The Winston House Preparatory Kindergarten ("the setting") all prospective Parents/Children/Staff are welcomed into the setting, given a guided show round, and any questions/queries, special needs, dietary requirements etc are discussed. Details of all prospective Clients are recorded.

All applications are treated with equal and fair consideration, good communication, people skills and confidentiality are always at the forefront.

All places are offered on a first come first serve basis, although it is the policy of the setting to provide full time places before part time places. Parents/carers are asked to fill in an admission form and an agreement form with a contract of terms and conditions attached to it the registration.

Prior to admissions

A "child registration form" is to be completed by parent/carer. (These details are then used as the base of the child own file). We cannot guarantee a place unless a deposit has been paid.

Before a child is admitted ID of parent/ carer must be seen and photocopied, i.e. passport or drivers license, a utility bill and the child's birth certificate.

Once the child is registered and a place is confirmed the child will start the settling in admission process in to the Setting

NO CHILD WILL BE ADMITTED WITHOUT SETTLING IN ADMISSION

Ratios and Supervision

Winston House Preparatory School & Kindergarten acknowledges the ratios set out by the Statutory Framework for the EYFS, and the Company meets or exceeds these ratios.

Ratios are:

- 1 : 3 for 0 – 2 years
- 1 : 4 for 2 – 3 years
- 1 : 8 for 3 years and over

However it is also important to ensure that the children are given time to be independent ensuring their safety is paramount.