



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

ADMISSIONS POLICY

Parents Pack

Here at Humpty Dumpty Pre-school, we welcome all families regardless of their gender, race, religion or disabilities.

Key Facts

- Humpty Dumpty Pre-school provides care for children aged 2 – 5 years
- Funding is provided from the Government via the London Borough of Sutton. Every child is eligible for up to 15 hours funded per week for 38 weeks a year from the term after they turn 3.
- We take children who are eligible for the 9 month to 2 year funding from the day they turn 2 years old, as long as the funding has been claimed the term before. For the government 2 year funding we take children the term after their 2nd Birthday. You can find out if you are eligible for funding by calling the Family Information Service on 020 8770 6000
- We take children who are eligible for the 30 hours funding. The times will be 9.30am to 3.30pm
- You may book the 15 hours funded and pay for more hours if available.
- If you wish to increase your hours, you need to speak to the Manager Jackie, if spaces are not available you will be added to the waiting list and we will let you know when the spaces become available.
- We recommend a minimum of 2 booked sessions per week.
- We charge a Registration fee that is paid back when the child leaves, as long as 6 weeks notice has been given in writing.

Methods

In order to achieve this aim, we operate the following admissions policy.

- We advertise the Pre-school widely in places accessible to all sections of the community.
- We aim to make information about our Pre-school accessible in written and spoken form.
- We request the help of our current staff and families in translation or interpretation where possible.
- Our Pre-school and its practices are described in inclusive terms to make it clear that we welcome both Fathers and Mothers, other relations and other carers, including childminders.
- We treat individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- Our building is accessible to children and families with disabilities, and continue to review how we are meeting this aim, adapting where possible and reasonable on the advice of professionals or parents.
- Our Equal Opportunities and diversity policy is available in paper form in the setting and online through our website (www.humptydumtypreschoolhackbridge.co.uk) and is brought to the attention of all new staff and volunteers starting at Humpty Dumpty Pre-school.

Pre-school Admissions

We arrange our waiting list on a date of registration basis.

In addition our policy may take into account the following:

- Particular circumstances affecting the family
- Referrals from outside agencies
- Siblings previously or already attending the Pre-school
- The vicinity of the home to the Pre-school
- Parents are asked to specify preferred days and hours.
- Families can choose to add more hours later (e.g if a child becomes entitled to funding and is currently only paying for 1 or 2 sessions per week) in the year if there is space but Humpty Dumpty Pre-school does not guarantee to supply these hours.

Lunch

- Children should bring their own healthy packed lunch. We provide guidance regarding what is meant by a “healthy” lunch. Humpty Dumpty Pre-school does not provide food for lunch
- Milk and water is available to the children

Notification

- Parents may register their interest in a place at Humpty Dumpty Pre-school at any time. Information is available on our Website, please feel free to come in at any time and register with us.
- The Manager will phone when spaces become available.

Payments

- Fee paying parents are invoiced for the ½ term and this needs to be paid within the first two weeks of the ½ term.
- Reminders will be sent out again if the payment is not paid within the first two weeks, and a 10% charge will be applied every week after this for late payments.
- If invoices are outstanding for over a month after reminders being given out then the child’s place will be frozen until payment has been made.

If you have any problems over starting please speak to Jackie 07729 434226.

This policy was revised and updated in September 2026
It will be reviewed annually.