



Allocations Policy

To apply for your child's place at Little Me Preschool you need to submit an application form to start the process of enrolment.

We encourage parents to do this early as places are limited and vacancy allocations (see below) are primarily based on when a child was placed on the waiting list.

September Term Applications

Due to the pattern of children leaving Little Me each summer to start school in the September we also tend to have most of our vacancies available for the start September. As such we have aligned our rolling September intake to align with the borough's school admissions timeline.

The September 2018 applications have been closed and places will be offered by Monday 16th April 2018. The deadline for accepting will be 8th May 2018. Any refusals will then be offered to those still on the waiting list

If a place is offered for the September term and is not taken, we cannot guarantee those, or other places will be available until the following September intake.

Applications for September 2019 will be accepted until 31st January 2019, and places will be offered by mid April 2019.

Order of priority for places being offered for the September term intake

1. The date the child's application was received (Using the electronic form on the website. For accessibility purposes a paper form may be provided and will be entered electronically on behalf of the applicant)
2. Children who are already at Little Me Preschool who will be continuing with us for the subsequent academic year
3. Whether the child has a sibling at the pre-school
4. Date of birth - spaces for 2 year olds are limited, we need to take age into consideration to ensure we remain within our staff to child ratios
5. Our ability to provide the facilities for the welfare of the child

Please note that submitting an application for a child to attend Little Me Preschool is no guarantee of a place.

Parent/carers will be notified by email, the sessions allocated to their child, together with a start date. Any requested change to the child's sessions (before or after the child starts in preschool) must be submitted by email. We will confirm by email whether the change is possible or not, until confirmation is received, there will be no change to the child's sessions.

Parents are asked to accept the place for their child by signing a form and providing a £50 non-refundable administration fee.

Four weeks' notice in writing is required to cancel sessions and the four weeks fees will also need to be paid. The final decision on the allocation of places rests with the manager of the preschool.

In Year Applications

In Year applications outside of our rolling September intake can be made at any point.

Order of priority for in year places being offered at Little Me Preschool

1. The date the child was placed on the waiting list (Using the electronic form on the website. For accessibility purposes a paper form may be provided and will be entered electronically on behalf of the applicant).
2. Children who are already attending sessions at Little Me Preschool
3. Whether the child has a sibling at the pre-school
4. Date of birth - spaces for 2 year olds are limited, we need to take age into consideration to ensure we remain within our staff to child ratios
5. Our ability to provide the facilities for the welfare of the child

Please note that applying for a child to attend Little Me Preschool is no guarantee of a place.

Parent/carers will be notified by email, the sessions allocated to their child, together with a start date. Any requested change to the child's sessions (before or after the child starts in preschool) must be submitted by email. We will confirm by email whether the change is possible or not, until confirmation is received, there will be no change to the child's sessions.

Parents are asked to accept the place for their child by signing a form and providing a £50 non-refundable administration fee.

Four weeks' notice in writing is required to cancel sessions and the four weeks fees will also need to be paid. The final decision on the allocation of places rests with the manager of the preschool.

Discrimination Policy

We never have and have no intention in the future of discriminating against any child on the ground of sex, race, religion, colour or creed. The Disability Discrimination Act of 1995 lays down a legal obligation on us to consider those designated disabled or disadvantaged, using as far as possible the same criteria as for all other children. We will in their case, however, carry out an additional review of their individual circumstances and requirements; then assess our ability at Little Me Preschool to meet those needs. This is necessary to fulfil our prime objective, a standard of care that ensures the welfare of all the children, all the time.