



## ADMISSIONS POLICY

This policy will be reviewed annually or in response to changes in legislation		
Last Review	September 2023	Kindergarten Head
Approved	September 2023	Kindergarten Head

This Policy should be read in conjunction with the Thomas's Kindergarten SEND Policy, SENDA Policy, Safeguarding and Child Protection Policy, Disability Policy, EAL Policy, and the Thomas's Equity, Diversity and Inclusion Policy.

### **Aims**

We aim to ensure that children who are admitted to attend Thomas's Kindergarten reflect the diversity of our local community. The setting welcomes children and their families, having regard to any specific needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language. In order to achieve this, we operate the following procedures:

Information about the Kindergarten can be found on the school website

- The registration process is online in the [Admissions page](#) of the website
- The Registrar can be contacted by e-mail ([g.litterick@thomas-s.co.uk](mailto:g.litterick@thomas-s.co.uk)) or phone (020 7978 0620) for further information
- Prospective parents are able to have a short tour of the Kindergarten. Tours are booked by contacting the Registrar
- Places are offered based on the date of registration, whilst taking into account our sibling priority policy
- Priority is given to siblings of current or former Kindergarten pupils and to siblings of current Thomas's main school pupils
- On receipt of a completed registration form and fee, the child is put on a registration list (waiting list) for their term of entry
- Where parents wish to consider flexible attendance patterns this can be discussed with the Head

Please note that a place in Kindergarten does not guarantee a child a place in the Thomas's Prep Schools, however if an application to one of the Thomas's Prep Schools is submitted whilst a child is in Lower Kindergarten, they will automatically be placed on the Reception Main List at the school applied to. A separate registration must be completed during Lower Kindergarten, and the child will progress through the

Reception Admissions process. If a child leaves Thomas's Kindergarten before the end of Upper Kindergarten, this priority will be revoked.