**Space Allocation and Admissions Procedure**

**This procedure should be read in conjunction with the Admissions Policy.**

* 1. **Village Preschool Bosham recognises the need to allocate spaces in a way that is fair for all children. A Registration form will be sent out to all parents/carers that request one or whose child is on the waiting list. Parents will be asked to indicate which sessions they prefer for their child. The Preschool cannot guarantee parents/carers will get their preferred sessions. The form will have a date by which it must be returned**.
	2. The preschool will endeavour to offer the maximum entitlement of LEA Nursery Education Funded hours (currently standing at 15 hours per week and soon to be 30 hours, subject to eligibility). This is currently able to be claimed from the term after the child’s third birthday (provided a session request form is returned by the headcount date).
	3. The preschool will guarantee a minimum of 6 hours for the younger children i.e. those who will not be starting school in the forthcoming September.
	4. Any remaining places would then be offered to any children who may desire more hours at the Manager’s discretion.
	5. It may be possible to reserve a limited number of sessions at the beginning of the academic year to be taken up later in that year. This is subject to approval from the manager. Please see the Fees and Funding Policy for more information about this option.
	6. Late applications may be considered if there are sessions available.
	7. Children can access the pre-school from around 2yrs of age