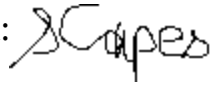
Under Fives Roundabout

Admissions Policy

Policy No: 4.1

Reviewed March 2026
Responsible member of staff: Samantha Capes
Signed: 

Responsible member of committee:
Signed:

Statement of intent and Aim
We aim to make our Preschool accessible to and inclusive of children and families from all sections of the local community through open and fair procedures.

Key Facts

- In Cambridge, an academic year is from 1st September to 31st August. Children usually start Primary School Reception Class in the September of the academic year in which they turn 5.
- Roundabout **Preschool** provides care for children aged 2 years 6 months to almost 5.
- When we refer to the **'preschool year'** this is the year before school; the child will turn 4 during this academic year.
- When we refer to the **'younger children'** we are referring to children in the year before this, aged 2 years 6 months to almost 4; the child will turn 3 during this academic year.
- Early Years Funding (EYF) is provided from the Government via the County Council. Every child is eligible for up to 15 hours funded per week for 38 weeks a year from the term after their child turns 3.
- If a child is entitled to 30 hours EYF, Roundabout may not be able to provide the full 30 hours but will accept the 30 hours agreement in place of payment on

condition of a current 30 hours code. Families can find out if their child is eligible by following this link: https://childcare-support.tax.service.gov.uk/par/app/extendedentitlement

- We accept children from the age of 2 years 6 months. Families can find out if their child is eligible for funding on the Cambridge County Council website. However, to ensure all of our children are 3 at the beginning of the summer term, they must have their 3rd birthday by March 31st
- At Roundabout a preschool child may book anything from 12 to 32.5 hours. A child in the younger group must attend a minimum of 2 sessions on 2 different days, no fewer than 5 hours per week as we have found this to be detrimental to the child's ability to form relationships and settle into the group.
- By government policy, you can share your EYF hours, whether 15 or 30 hours eligible, between two registered settings (which can mean Roundabout and another preschool, day nursery, maintained nursery school or class, or registered childminder).
- Our toddler group is a carer/parent and toddler group which provides play opportunities for babies and children along with their parents. It is aimed at children aged 0-4 and their carers.

Methods

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

1. We advertise the Preschool widely in places accessible to all sections of the community including via the Cambridgeshire Childcare Information Network and work in partnership with our families to ask them to help distribute information to other groups that they attend. Where appropriate, we ask these families to explain what we offer to these groups, perhaps in their own language.
2. We aim to make information about our Preschool accessible in written and spoken form and, if possible and requested, in different languages. We request the help of our current staff and families in translation or interpretation where possible.
3. We are sympathetic to the need for emergency admissions (referred via social care or health visitor where appropriate) if we have space available.
4. Our Preschool 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, and also how we treat individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
5. We have designed our building to make it 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.
6. We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
7. Our equality and diversity policy is available online through our website and is brought to the attention of all new staff, volunteers and committee starting at

Roundabout.

8. We consult with families about the opening times of the Preschool and, as far as is practical and in the interests of the children, we are flexible about attendance patterns in order to accommodate the needs of individual families, for example in the number and combination of hours they attend each week.

Pre-School Admissions *(children who will turn 4 during the academic year)*

1. We arrange our waiting list on a date of registration basis, within each school year. This provides a balance with other local nurseries which may take a 'date of birth' policy.
2. 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 Preschool;
   - previous attendance at or siblings at Under Fives Roundabout Toddler Group
   - the balance of the group as a whole; and
   - the vicinity of the home to the Preschool.
3. Parents are asked to specify preferred days and hours and give reasons if appropriate. The child must be booked for a minimum of 12 hours
4. Once the children on the registration list (the first 20 for preschool, the first 12 for the younger group) are offered hours, we will work our way down the list to offer the next families by date of registration, any remaining sessions. For those who are not offered hours due to sessions being full, we will operate a waiting list.

Younger Children *(children aged 2 years 6 months to 3, turning 4 after 31st August)*

5. Children can join our Younger Group from 2 years 6 months if there are spaces and if their 3rd birthday is on or before March 31st.
6. We follow a similar admissions procedure as above for the younger children but it is adapted to take into account dates of birth as we do not accept children under 2 years 6 months. It also takes into account how long children have been on the waiting list. Places for these younger children are limited due to ratios and room size.
7. The total number of spaces and sessions available for this age group will be determined on an annual basis according to the extent of demand for our preschool places.
8. Places in the younger group are initially offered in waiting list order to any child on the waiting list who turns 3 on or before 31st March in the academic year of admission.
9. Children are expected to start at Roundabout at the start of the Autumn term. We believe this makes settling in easier for all children and means Roundabout is more likely to remain financially viable.
10. Children attend the younger room with a minimum of 2 sessions a week; this must be over two days. Up to 30 nursery education funded hours are available.
11. The 15 or 30 hours can be shared with a second setting/childminder.
12. These procedures are subject to review on an annual basis and parents will be informed of significant adjustments.

13. A child attending the younger group is not guaranteed the same hours the following year as we begin again with the waiting list, going by date of registration.

Older Children

Roundabout is registered to take children up to the age of 5. According to government policy, at the management's discretion in consultation with parents and supporting professionals where appropriate, we may accept a child who could otherwise start Reception in September for up to a full-time position until their 5th birthday.

Lunch Club

- Lunch club will run according to demand and is entirely optional.
- Lunch club follows a morning session or/and precedes an afternoon session and places are limited.
- Children should bring their own healthy packed lunch. We provide guidance in our welcome pack regarding what is meant by a 'healthy' lunch and adhere to the government nutrition guidelines. Roundabout does not provide food for lunch.
- Milk or water is available to the children.
- Lunch club can be included as part of a child's 15 or 30 hour allocation

Notification

Parents may register their interest in a place at Roundabout at any time. Information and registering an interest forms are available from pre-school or toddler group, on our website www.underfivesroundabout.org.uk , by email manager@underfivesroundabout.org.uk, or by phoning 01223-309066. The manager aims to acknowledge receipt of the registering an interest form within two weeks (during term-time). This is not a commitment to either take or to offer a place, but simply places the child's name on the waiting list.

Emails to families, will be sent out according to the child's place on our list. As a guideline, emails will be sent out as follows:

For places in the Preschool, by the end of April

For places in the Younger Group, by the end of May

Please note that Roundabout's priority is to provide Nursery Education Funded places. We reserve the right to change notification dates if necessary. There is no appeal process and the management's decision is final.

Any offer requires a response from the family, either accepting or declining the place, by a deadline. Offers will be made by email where possible. If no response is received by the deadline, the manager will attempt to make one phone call to the family. If no written response is received within 48 hours of the deadline, regardless of whether the manager has managed to contact the family, the child's place on the waiting list may be forfeited.

Any family applying after the deadlines above will be offered places according to availability.

Waiting Lists

- We cannot hold spaces (for example for a summer birthday). We do not allow families to pay to hold spaces because this discriminates against those who cannot pay. Not getting a place in the younger year due to having a later birthday does not affect preschool entry, which is based on date of registration and not date of birth except in that the children are all in their year before school.
- We will not discuss another family's registration with other families.
- The management make every effort to be fair and to accommodate as many children and their families' wishes and needs as possible and to inform them of decision promptly. Even so, it is not possible to satisfy everyone. In all cases, the management's decision is final.

School Admission

Please note that Under Fives Roundabout is an independent community pre-school and a member of the Early Years Alliance. We are cooperating with Mayfield Primary School but are not a part of the school. Admission to Roundabout does not in any way increase a child's chances of admission to Mayfield Primary School, which has its own admissions policy. Nor does a sibling's attendance at Mayfield influence a child's place at Roundabout. All parents/carers need to complete a separate application by early January in their child's pre-school year for a school place the following September; the application form will be emailed out by preschool and can also be obtained here

Primary school admissions - September 2026 | Cambridgeshire County Council

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