

Cedar Day Care Admissions Policy

Academic Year 2025-2026



Version	Action/Notes	Date Approved	Date to be Reviewed
5.0	Approved by the Trust Board	16.07.2024	1 Year – July 2025
6.0	Approved by the Trust Board	08.07.2025	1 Year – July 2026

The Board of Trustees of the Connect Education Trust is responsible for the admission of pupils into the Cedar Day Care.

The Connect Education Trust is committed to providing a welcoming, safe and friendly environment. It is inclusive providing equal opportunities by welcoming children of all religions and none and supporting children of all abilities and needs to reach their full potential. Equally, the Connect Education Trust expects that the children and their parents/carers will endeavour to play their part in developing and maintaining a positive community.

If you wish to apply for a place at Cedar Day Care please contact the main office at Hazelbury Primary School where you will be given an application form to complete. Details of supporting documents required to process the application will be outlined when you receive the application form.

Cedar Day Care has a PAN number of 10 children and provides provision for children aged 6 months to 5 years.

The numbers and ages of children admitted to the day care comply with the legal space requirements set out in the 2017 Early Years Foundation Stage (EYFS) Framework. Availability of places consider the staff/ child ratios and the age of the child outlined within this document.

Day care admissions are operated on a priority basis using the following criteria:

1. Children whose parent is a member of staff within the Connect Education Trust
2. Children in public care (looked after children) and children who are adopted
3. Children for whom a particular school is appropriate on exceptional medical grounds
4. Children with a brother or sister who attends the Daycare at the time of the proposed admission and living at the same address
5. Children living nearest to the Daycare measured as the crow flies

Unsuccessful applicants will be offered the opportunity to be placed on the waiting list. Unsuccessful applicants will be consulted at intervals on whether they wish to remain on the waiting list, which will be maintained until the end of the academic year in question.

This policy will be reviewed on an annual basis by the Board of Trustees.