



Little
Muddy Me

Allocations, Admissions and Settling In Policy

Date of last review: November 2025

Date of next review: November 2026

To apply for your child's place at Little Muddy Me Preschool you need to fill in and submit the form as soon as possible 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 Muddy Me each summer to start school in the September we 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.

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. Any refusals will then be offered to those still on the waiting list.

Allocation for September will start being offered from mid-April via email in which you will have 5 working days to respond before we will then offer the place to next in line from the waiting list.

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

1. Children who are already at Little Muddy Me Preschool who will be continuing with us for the subsequent academic year
2. Whether the child has a sibling at the pre-school
3. 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)
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

Please note that applying for a child to attend Little Muddy 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 by email and pay a £50 non-refundable administration fee unless your child is 2 year funded this fee is not required.

Admissions:

After initial communications we will arrange for:

- A chance to show you around Little Muddy Me and discuss any questions you may have.
- Offer further information with more specific details relating to your needs and supplying you with a copy of our policies and procedures.
- Complete relevant documentation including contact details and parental permission forms.
- Agree a start date and timescale the 'Settling In' (details set out below) period.
- Arrange for any other documentation to be completed and signed and copies to be given to the parent.
- Arrange to Visit you at your home to introduce your key worker to your child in their safe environment.

Settling In Procedure:

Once you have made your decision, we find that a 'Settling In' period works best for children to be introduced to Little Muddy Me gradually.

We make it our priority to ensure that children feel happy and safe. To help them settle in, we will:

- Encourage you to visit with your child one prior to the child being placed in our care.
- Allow the child to stay for several short periods without a parent, if needed we can steadily increase the duration each time.
- Allow you to telephone during the day if you have any concerns.
- Ask parents to give us as much information as possible about their child's likes and dislikes, as well as any fears and areas of distress.
- Encourage other children to be welcoming and supportive to any new child. This will be done through talking and activities that promote teamwork, and taking turns.