

Little Acorns Montessori

Ascot | Bracknell | Crowthorne

ADMISSIONS POLICY

1. Document Control

Version	Date	Review Date	Author / Approved By	Status	Summary of Changes
1.0	June 2026	June 2027	Jonathan Duffy	Superseded	Initial policy issue.
1.1	September 2026	September 2027	Jonathan Duffy	Superseded	Added Section 15 (Notice Period for Ending or Reducing a Child's Place, including deposit terms for withdrawal before the start date); added funded entitlement-only exemption from registration fees/deposits (Step 3, Section 10, 15.5).
1.2	October 2026	October 2027	Jonathan Duffy	Active	Registration fee confirmed at £50, non-refundable, and applicable to non-funded places only (Step 3). Exemption widened so that no registration fee or deposit is requested or retained for any place that includes funded hours, whether funded-only or funded plus additional paid hours (Step 3, Section 10, 15.5). Registration fee now payable only once an offer is accepted and a start date confirmed; no fee or deposit for joining the waiting list (Steps 3, 5, 6, 15.5). Softened emergency contacts wording in Step 3. Standardised policy name to Equality, Diversity and Inclusion Policy (Section 14, Appendix A). Added DfE early education and childcare statutory guidance (valid from 1 April 2026) to the legislative framework, compliance summary and new Section 5.7. Corrected Section 12 cross-reference (Annex B to Appendix B) and a typographical error in Section 5.6.

Policy Owner	Jonathan Duffy, Director
Setting Type	Private Day Nursery (Ages 0–5)
Locations	Ascot, Bracknell and Crowthorne, England
Linked Policies	Equality, Diversity and Inclusion Policy; SEND Policy; Safeguarding & Child Protection Policy; Complaints Policy

Legislative Framework	EYFS Statutory Framework 2025; Equality Act 2010; Children Act 1989 & 2004; Working Together to Safeguard Children 2026; Childcare Act 2006; SEND Code of Practice 2015; Early education and childcare statutory guidance for local authorities (valid from 1 April 2026)
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2. Compliance Review Summary

This policy has been reviewed against the following current legislation and frameworks:

- EYFS Statutory Framework for Group and School-Based Providers (DfE, effective 1 September 2025)
- Equality Act 2010 (Part 3 — Private Nurseries as service providers)
- Children Act 1989 and Children Act 2004
- Special Educational Needs and Disability (SEND) Code of Practice 0–25 (2015)
- Working Together to Safeguard Children (DfE, March 2026)
- Human Rights Act 1998
- Childcare Act 2006
- Early education and childcare: statutory guidance for local authorities (DfE, valid from 1 April 2026)

3. Policy Statement

Little Acorns Montessori is committed to making our nurseries in Ascot, Bracknell, and Crowthorne accessible to all children aged 0–5 and their families, irrespective of background, ability, or circumstance.

We believe every child deserves a warm, inclusive welcome and a high-quality early years education. Our admissions procedures are designed to be open, fair, transparent, and fully compliant with current statutory requirements.

No child or family will be discriminated against during the admissions process on the basis of any protected characteristic as defined by the Equality Act 2010, including but not limited to: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

4. Aim

We aim to ensure that:

- All sections of our local community have equal access to Little Acorns Montessori.
- Admissions procedures are communicated clearly to all prospective families.
- Decisions are made on the basis of transparent, consistently applied criteria.
- Children with additional needs, disabilities, or special educational needs (SEND) are actively supported to access our provision.
- Looked-after children (LAC) and previously looked-after children are given priority in accordance with statutory guidance.

5. Statutory and Legislative Framework

This policy fulfils the requirements of the following legislation and guidance:

5.1 EYFS Statutory Framework (DfE, 2025)

The EYFS Statutory Framework for Group and School-Based Providers (effective 1 September 2025) does not prescribe specific admissions criteria but requires that providers:

- Maintain accurate records of children attending the setting (Section 3, Welfare Requirements).
- Operate inclusive practices that promote equality of opportunity (Section 3).
- Share information with parents clearly and accessibly (Section 3).
- Ensure that policies are reviewed at least annually and are available to Ofsted on request.

5.2 Equality Act 2010

As a private nursery, Little Acorns Montessori is classified as a service provider under Part 3 of the Equality Act 2010. We must not directly or indirectly discriminate against any child or family on the basis of any protected characteristic. We must make reasonable adjustments to avoid putting disabled children or their families at a substantial disadvantage.

5.3 Children Act 1989 and 2004

The welfare of the child is paramount. All admissions decisions must consider the child's best interests. This policy supports our obligations under Section 17 (children in need) and Section 47 (child protection) of the Children Act 1989.

5.4 SEND Code of Practice 0–25 (2015)

We must not refuse admission to a child solely on the grounds of disability or SEND. We must work in partnership with families, local authorities, and other professionals to make reasonable adjustments and provide appropriate support.

5.5 Childcare Act 2006

This nursery is registered on the Ofsted Early Years Register. We comply with the conditions of registration, including requirements relating to the children we are approved to care for by age group and maximum numbers.

5.6 Working Together to Safeguard Children (DfE, March 2026)

The nursery has regard to the statutory guidance Working Together to Safeguard Children 2026, which replaces the 2023 edition. Key implications for admissions include:

- The DSL must be familiar with the local Family Help offer, which from 2026 combines Targeted Early Help and Section 17 support into a single pathway. Where a prospective child is known to Family Help services, the Manager and DSL must liaise with the relevant lead practitioner prior to admission.
- The nursery recognises its role as an active safeguarding partner, not merely a referrer, and will contribute to plans and multi-agency decisions in relation to children on its roll.
- Given one of the nurseries (Bracknell) accepts children from birth, particular attention is paid to the vulnerabilities of babies and very young children during the admissions process, in line with the 2026 guidance's strengthened focus on infant safeguarding.

Note: The EYFS Statutory Framework 2025 (effective 1 September 2025) includes updated safeguarding and welfare requirements under Section 3, including revised requirements around safeguarding training, whistleblowing procedures, and pre-admission information-gathering on dietary requirements and allergies. Providers must obtain information about special dietary

requirements and allergies before a child is admitted, and ensure this information is kept up to date and shared with all staff. This requirement is embedded in our admissions process at Step 3 (Application) and Step 6 (Pre-Admission Meeting).

5.7 Early Education and Childcare Statutory Guidance (DfE, valid from 1 April 2026)

This statutory guidance is addressed to local authorities. The nursery's responsibilities in delivering funded places are set out in its funding agreement with the local authority, which reflects the guidance. In particular, funded hours must be delivered free of mandatory charges, and the nursery does not require a registration fee or non-refundable deposit as a condition of a child taking up funded hours (see Step 3 and Section 10).

6. Eligibility for Places

Little Acorns Montessori accepts children from birth to five years of age (up to and including the term in which a child turns five) in Bracknell, and from two to five (up to and including the term in which a child turns five) in Crowthorne and Ascot.

We accept children accessing the following government-funded early years entitlements:

- The universal 15-hour entitlement for all 3- and 4-year-olds (from the term following the child's third birthday).
- The additional 15-hour (30-hour total) entitlement for eligible working parents of 3- and 4-year-olds (from the term following the child's third birthday).
- The 15-hour entitlement for families of 2-year-olds receiving additional support (formerly the disadvantaged 2-year-old entitlement; from the term following the child's second birthday; eligibility as defined by current DfE criteria).
- The 15-hour entitlement for eligible working parents of 2-year-olds (from the term following the child's second birthday; available since April 2024).
- The 30-hour entitlement for eligible working parents of children aged 9 months up to 3 years (from the term following the child turning 9 months old; expanded to 30 hours from September 2025, in accordance with the Childcare Act 2006 as amended).

Parents wishing to access funded entitlements must provide valid evidence of eligibility (e.g. an eligibility code from the HMRC Childcare Choices portal) prior to the start of the funded term. The nursery will verify eligibility in accordance with the local authority's funding agreement and the DfE's Early Years Entitlements: Local Authority Funding Operational Guide (current edition).

The funded term is determined by the term following the relevant birthday, based on the three annual funding terms: Autumn (September), Spring (January), and Summer (April).

7. Oversubscription Criteria

When demand for places exceeds availability, Little Acorns Montessori will allocate places in the following order of priority:

- Looked-after children and previously looked-after children (as defined in Section 22(1) of the Children Act 1989). This includes children who ceased to be looked after because of adoption, a special guardianship order, or a child arrangements order.
- Children with an Education, Health and Care Plan (EHCP) that names Little Acorns Montessori as the appropriate provision.

- Children with a sibling currently attending Little Acorns Montessori at the same site at the time of admission.
- Children with a social worker, allocated early help worker, or Family Help lead practitioner (as defined under Working Together to Safeguard Children 2026), where the nursery has been identified as an appropriate provision by a professional.
- Children of staff currently employed at Little Acorns Montessori (where the member of staff has been employed for a minimum of two years).
- All other children, allocated in order of date of registration on the waiting list.

Note: In the event of a tie at any criteria level, places will be allocated by random draw, conducted by the Nursery Manager in the presence of a witness.

7.1 Session Availability and Operational Capacity

The allocation of places is subject to the availability of sessions that meet the operational requirements of the nursery. Little Acorns Montessori reserves the right to offer places only where the hours and sessions requested by a family can be accommodated within current staffing ratios, room capacity, and business need, as assessed by the Nursery Manager at the time of allocation.

Where a child meets one of the priority criteria above but the specific sessions requested are unavailable, the family will be offered the opportunity to:

- Accept an alternative session pattern where available; or
- Remain on the waiting list at their current priority level until a suitable place becomes available.

This operational criterion does not override the priority order set out above, and will not be applied in a manner that indirectly discriminates against any family on the basis of a protected characteristic under the Equality Act 2010.

8. Admissions Process — Step-by-Step Procedure

Step 1: Enquiry and Information

- Prospective families may contact Little Acorns Montessori by telephone, email, or in person.
- The Manager or nominated member of staff must respond to all enquiries within two working days.
- All enquiries must be logged in the Enquiry Register, recording: date of enquiry, child's name, date of birth, requested start date, and sessions required.
- An information pack (available in accessible formats, including upon request in languages other than English) must be provided to all enquiring families.

Step 2: Show Round and Initial Visit

- Families must be invited to attend a nursery visit prior to a formal offer being made where practicable.
- During the visit, staff must explain the nursery's ethos, routines, fees, funded hours, and key policies, including the Safeguarding Policy.
- Information about the setting's accessibility and reasonable adjustments available for children with SEND must be discussed openly.

Step 3: Application

- Families must complete a Registration Form, providing all required information including emergency contacts (families are asked to supply at least two emergency contacts, and more where possible, in line with EYFS 2025), the child's medical and dietary needs, and any existing professional involvement (e.g., health visitor, speech and language therapist, social worker).
- A non-refundable registration fee of £50 is payable for non-funded places only, at the point a family accepts an offer of a place and a start date has been confirmed (see Step 6). A non-funded place is one where the child does not take up any government-funded early years entitlement hours, so that all hours are privately payable.
- No registration fee is payable to register an interest or to join the waiting list. Once paid, the registration fee is non-refundable, including where the family withdraws before the start date. This is stated in the Fees and Funding Schedule and the Terms and Conditions of Admission, and families are told before they accept a place.
- No registration fee, deposit or other payment is requested or retained as a condition of a child taking up funded entitlement hours. This applies whether the child attends funded hours only or also attends additional privately payable hours, in accordance with DfE statutory guidance. See Section 10.
- Completed Registration Forms must be held securely in the child's file.

Step 4: Allocation of a Place

- The Manager reviews all registrations and allocates places in accordance with Section 7 (Oversubscription Criteria) of this policy.
- Families must be notified of the outcome in writing (letter or email) within five working days of a place becoming available.
- An offer of a place must be confirmed or declined by the family within ten working days.
- If no response is received within ten working days, the place may be offered to the next child on the waiting list.

Step 5: Waiting List

- Where no immediate place is available, children must be added to the waiting list in date order of registration.
- The waiting list must be reviewed by the Manager on a monthly basis.
- Families on the waiting list must be contacted at least once per term to confirm whether they wish to remain on the list.
- Children who no longer require a place must be removed promptly and the family informed.
- No registration fee or deposit is charged for joining or remaining on the waiting list.

Step 6: Confirmation of Place and Settling-In

- For a non-funded place, the £50 non-refundable registration fee is payable once the family has accepted the offer and the start date has been confirmed in writing.
- Upon acceptance of a place, families must be provided with: the signed Terms and Conditions, the fee schedule, the Start Date Confirmation Letter, and all relevant policies (safeguarding, SEND, health and safety, complaints).
- A settling-in programme must be agreed with the family prior to the child's start date. This must be flexible and responsive to the individual needs of the child and family.

- A Pre-Admission Meeting must be held with the key person and family before the child's first day. Information gathered must be recorded on the Child's All-About-Me document.

9. Special Circumstances

9.1 Children with SEND

Little Acorns Montessori must not refuse admission to a child solely on the basis of special educational needs, disability, or additional requirements. Where a child has an identified SEND:

- The Manager must arrange a meeting with the family prior to the start date.
- The SENCO must be involved in admission planning.
- A SEND Support Plan or Individual Learning Plan must be initiated within the first four weeks of attendance.
- Where a child holds an Education, Health and Care Plan (EHCP), the Manager must liaise with the local authority prior to admission.

2026 SEND Reforms — Additional Provision

Little Acorns Montessori will implement the following in line with current DfE SEND reform guidance:

- Where a child has an identified SEND, an Individual Support Plan (ISP) will be initiated at or prior to admission in addition to (or in place of, where appropriate) any existing planning documentation. The ISP will be maintained and shared with receiving settings upon transition, in line with the DfE's digital ISP framework as it is introduced.
- The nursery will engage with the local authority regarding allocation of the Inclusive Early Years Fund (IEYF) for 2026–27, using any funding received to support setting-wide inclusive practice, workforce development, and resources, in accordance with DfE guidance.
- The nursery will seek to engage with the Experts at Hand programme, or equivalent locally-commissioned specialist support services, where available in our area. This may include facilitated access for relevant children to speech and language therapists, educational psychologists, and other specialists, regardless of whether a child holds a statutory plan. The Manager will monitor the rollout of this programme through the local authority and update this policy when local arrangements are confirmed.

Where the DfE's digital ISP framework supersedes existing planning documentation, the nursery will transition to the new format in line with guidance and timescales issued by the DfE and local authority.

9.2 Looked-After Children (LAC) and Previously Looked-After Children

Little Acorns Montessori gives highest admissions priority to looked-after children and previously looked-after children (as per Section 7). Upon admission of a LAC:

- The designated member of staff for looked-after children must be notified immediately.
- Relevant information must be shared between the nursery, the social worker, and the virtual school head (where applicable).
- A Personal Education Plan (PEP) meeting must be attended by the key person where applicable.

9.3 Children with English as an Additional Language (EAL)

Where a family's primary language is not English, Little Acorns Montessori will:

- Provide key documents in translation where reasonably practicable.
- Use interpreter services (in person or by telephone) for key meetings, where requested and where funding allows.
- Ensure welcome and information materials reflect the linguistic diversity of the local community.

9.4 Deferred Entry

Children aged 48 months or above who wish to defer entry to Nursery or Reception class by one year will be considered only in exceptional circumstances. All deferred entry requests must be:

- Submitted in writing to the Nursery Manager, providing clear reasons and supporting professional evidence where available.
- Reviewed on a case-by-case basis.
- Considered in partnership with the relevant Local Authority and, where the child is approaching statutory school age, with the receiving school, in line with the family's local authority admission arrangements.

The Manager's decision will be communicated to the family in writing within ten working days of receiving the request.

10. Government-Funded Early Years Entitlement

Little Acorns Montessori is registered to offer the full range of government-funded early years entitlements as set out in Section 6 of this policy, including the universal 15-hour entitlement for 3- and 4-year-olds, the 30-hour entitlement for eligible working parents of 3- and 4-year-olds, the entitlements for eligible 2-year-olds, and the 30-hour entitlement for eligible working parents of children aged 9 months and above (from September 2025).

When offering funded places, the nursery must:

- Not charge top-up fees for the funded hours themselves.
- Not make the offer of a funded place conditional on the purchase of additional hours.
- Provide a clear written agreement to families outlining funded hours, any additional chargeable sessions, and consumables charges.
- Comply with the local authority's Early Years Funding Agreement.
- From January 2026, provide itemised invoices and receipts to all families showing a clear breakdown of: funded entitlement hours; any additional privately-funded hours; and any charges for food, consumables, or optional activities. Failure to comply may result in withdrawal of funding or complaints from families.
- Not charge a registration fee, request a deposit, or require any other payment as a condition of a child taking up funded hours, whether the child attends funded hours only or also attends additional privately payable hours, in line with DfE statutory guidance on early education and childcare.

The nursery's £50 non-refundable registration fee applies to non-funded places only, as set out in Step 3.

11. Reporting and Recording

All admissions-related records must be maintained securely and accurately:

Enquiry Register	All initial enquiries logged with date, child details, and outcome. Held in online storage. Retained for 3 years.
Waiting List	Maintained in date order of registration. Reviewed monthly by the Manager. Held in online storage.
Child Registration Forms	Held in the individual child's confidential file (paper or secure digital). Accessible to key person, Manager, and DSL. Retained for a minimum of 3 years post-leaving.
Admissions Decisions Log	Record of all offers made, accepted, and declined. Held by online storage. Reviewed annually.
SEND Admissions Records	Held in the child's SEND file, accessible to SENCO and Manager. Kept in line with SEND Code of Practice requirements.
LAC Records	Held in line with local authority guidance and data-sharing agreements.

All records are held in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the nursery's Privacy Notice and Data Retention Policy.

12. Roles and Responsibilities

Key contacts for each role and campus are listed in Appendix B.

12.1 Nursery Manager

- Has overall responsibility for implementing and reviewing this policy.
- Oversees all admissions decisions and ensures fair application of oversubscription criteria.
- Ensures all staff are aware of admissions procedures and their responsibilities.
- Liaises with the local authority regarding funded places, EHCP placements, and LAC admissions.
- Maintains and reviews the waiting list monthly.
- Reviews this policy at least annually, or sooner if there is a change in relevant legislation or guidance.

12.2 Designated Safeguarding Lead (DSL)

- Must be informed of all admissions involving children with a social worker, children subject to a Child Protection Plan, or looked-after children.
- Ensures safeguarding considerations are embedded in the admissions process.
- Liaises with external agencies where necessary prior to or at the point of admission.

12.3 Deputy DSL

- Acts in the DSL's absence in relation to all safeguarding aspects of admissions.

12.4 SENCO

- Leads on admissions for children with identified SEND.
- Attends pre-admission meetings for children with an EHCP or significant additional needs.
- Ensures transition documentation is requested and reviewed prior to the start date.

12.5 Key Persons

- Attend pre-admission meetings for children assigned to their key group.
- Complete the All-About-Me document and ensure it is filed in the child's record.
- Support the settling-in process in line with nursery procedures.

12.6 All Staff

- Must treat all families and prospective families with respect and without discrimination at all times.
- Must direct admissions queries to the Manager.
- Must not make informal promises of places or offer places without the Manager's authorisation.

12.7 Parents and Carers

- Must provide accurate and complete information on the Registration Form.
- Must notify the nursery promptly of any changes to their child's circumstances, needs, or contact details.
- Must engage in settling-in arrangements and pre-admission meetings as required.
- Are responsible for confirming or declining an offer of a place within the stated timeframe.

13. Complaints about the Admissions Process

Any family who believes they have been treated unfairly or discriminated against during the admissions process may raise a formal complaint in accordance with the nursery's Complaints Policy.

Complaints should in the first instance be directed to the Nursery Manager. If unresolved, they may be escalated to the nursery owner/director and, if necessary, to Ofsted.

The nursery's Complaints Policy is available on request.

14. Monitoring, Evaluation and Review

- This policy must be reviewed at least annually by the Nursery Manager.
- The Manager must monitor the demographic and equalities data of children admitted to identify any unintended patterns of exclusion or under-representation.
- Any changes to relevant legislation, DfE guidance, or local authority requirements must trigger an immediate review.
- This policy and any updates must be communicated to all staff at the earliest opportunity and made available to parents on request and/or on the nursery's website.
- Ofsted may inspect this policy and associated records at any inspection.
- In line with Working Together to Safeguard Children 2026, the Manager and all senior staff will ensure that monitoring of admissions data includes consideration of any patterns that may indicate discriminatory practice, including on the basis of race, ethnicity, or disability. Any concerns identified will be referred promptly to the Director and addressed through the Equality, Diversity and Inclusion Policy.

15. Notice Period for Ending or Reducing a Child's Place

Little Acorns Montessori recognises that families' circumstances change, and asks that the following notice arrangements are followed so that places can be managed fairly across the nursery.

15.1 Notice Required

Parents and carers wishing to end their child's place at the nursery must give the Nursery Manager a minimum of six weeks' notice by email. The notice period begins on the date the Manager confirms receipt of the notice, not the date it is sent.

Where a family wishes to change (increase or reduce) their child's contracted sessions rather than end their place entirely, this should be requested using the change of hours form on the nursery's website. The same six weeks' notice applies to any reduction in contracted hours.

15.2 Fees During the Notice Period

For the full duration of the notice period, the child's contracted hours will continue to be invoiced at the standard applicable rate, regardless of the number of sessions actually attended. This applies equally where a child accesses government-funded early years entitlement hours: any privately payable hours that would ordinarily apply to the contracted sessions will continue to be payable throughout the notice period.

Where a family gives less than six weeks' notice, the nursery reserves the right to charge fees in lieu of the shortfall in notice, calculated at the standard rate for the sessions contracted. Where less than six weeks' notice is given, it may also not be possible to release the child's funded hours for use at another setting within the current funding term.

15.3 How to Give Notice

- To end a place, notice must be given by email to the Nursery Manager, stating the child's name and the last intended day of attendance.
- To reduce contracted sessions, families should complete the change of hours form on the nursery's website, giving at least six weeks' notice of the change.
- The Manager will acknowledge receipt of the notice in writing within five working days, confirming the notice start date, the final day of attendance (or new session pattern, where applicable), and the fees due for the notice period.
- Where a family is withdrawing due to a safeguarding concern, a change in a child's circumstances, or exceptional hardship, the Manager may, at their discretion, agree an alternative arrangement; any variation from the standard notice terms must be confirmed in writing.

15.4 Immediate Termination by the Nursery

This notice period applies to withdrawals initiated by parents and carers. It does not affect the nursery's separate right, set out in the Terms and Conditions of Admission, to suspend or end a child's place with immediate effect in circumstances such as non-payment of fees, serious breach of policy, or where continuation of the place would compromise the safety or welfare of children or staff.

15.5 Withdrawal Before the Child's Start Date

The £50 registration fee for a non-funded place is non-refundable, including where the family withdraws before the agreed start date (see Steps 3 and 6). The fee is only payable once a place has been accepted and a start date confirmed.

Where a family withdraws a child from a non-funded place before their agreed start date without giving the notice required under Section 15.1, Little Acorns Montessori reserves the right to retain any deposit paid to secure the place, in accordance with the Fees and Funding Schedule and Terms and Conditions of Admission. Where the required notice is given prior to the start date, any such deposit will be handled in accordance with the standard refund terms set out in the Terms and Conditions of Admission.

This right to retain a deposit does not apply to any place that includes funded hours, whether funded-only or funded plus additional privately payable hours, as no registration fee or deposit is requested or retained as a condition of taking up funded hours. See Section 10.

16. Policy Sign-Off

Policy written by	Jonathan Duffy
Job Title	Director
Date approved	October 2026
Date effective	October 2026
Next review date	October 2027

Appendix A: Related Policies and Documents

- Equality, Diversity and Inclusion Policy
- SEND Policy and Local Offer
- Safeguarding and Child Protection Policy
- Data Protection and Privacy Notice
- Complaints Policy
- Behaviour Management Policy
- Terms and Conditions of Admission
- Fees and Funding Schedule

Appendix B: Key Contacts

Ofsted: 0300 123 1231 | www.ofsted.gov.uk

NSPCC Helpline: 0808 800 5000

Role	Name	Campus
Designated Officer / Nominated Individual	Jonathan Duffy	All Campuses
Designated Safeguarding Lead (DSL)	Margaret Eastman	Ascot Campus
Designated Safeguarding Lead (DSL)	Agata Payne	Bracknell Campus
Designated Safeguarding Lead (DSL)	Emma Gray	Crowthorne Campus
Deputy Designated Safeguarding Lead (DDSL)	Jessica McGrath	Ascot Campus
Deputy Designated Safeguarding Lead (DDSL)	Joanne Broughton	Bracknell Campus
Deputy Designated Safeguarding Lead (DDSL)	Martine Loveridge	Crowthorne Campus
Deputy Designated Safeguarding Lead (DDSL)	Kira King	Crowthorne Campus (in the absence of Emma and Martine)
Manager on Duty	As rostered	All Campuses
SENDSCO	Agata Payne	Bracknell Campus
SENDSCO	Kirsten Staples	Ascot Campus
SENDSCO	Martine Loveridge	Crowthorne Campus