



Pre-school Admissions Policy 2024-2025

It is our intention to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

We will ensure that:

- Our existence is widely known in the local community and surrounding areas by advertising.
- Provide translated written materials where there are communication barriers.
- Describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- Describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- Our Equality Policy is available to all on our website.

Applying for a place in the Early Years Unit

The Pre-School Co-ordinator will keep a list of children's names and the names and addresses of the parents who have requested a Pre-School place. This will be called the Pre-School admissions list. The length of time a child's name has been on the admissions list will not be taken into consideration when allocating a place. The Pre-School Co-ordinator will inform parents whether it has been possible to allocate their child a place.

Age Range

The Pre-school is able to provide provision for children **in the school year before they are due to start Reception**. Children are eligible to start the pre-school in the September after their third birthday. This means they'll turn 4 during their pre-school year. For example, if your child's fourth birthday is between 1 September 2025 and 31 August 2026 they will be eligible to start Pre-school September 2025.

Children turning 4 between 1 September 2026 to August 2027 will be eligible to start Pre-school September 2026.

Funding

The Pre-school is able to provide up to 15 hours universal funded places and up to 30 hours funded places for those who are eligible.

Criteria for admission into the Pre-School class if oversubscribed.

If there are more applications than places available, the Pre-School Co-ordinator will use the following criteria:

1. Looked after children, children on the child protection register or those who are thought to be at risk of abuse or neglect.
2. Children with exceptional, medical, social and educational needs identified by health, education or social care colleagues. Evidence should accompany applications.
3. Children who have an older sibling attending the school and are within the local catchment area.
4. Children who live in the Priority Admission Area or local catchment area.
5. Children who live outside of the local catchment area but have a sibling connection at the School.
6. Children of staff members at Chawson First School.
7. Children who live outside the school's catchment area in age order.
8. Applications submitted after the closing date, irrespective of the criteria above.

Dates for Admissions:

Start Term:	Deadline for applications in:	Parents informed of decision:
Autumn 2025	Friday 23 rd May 2025 (4pm)	Friday 13 th June 2025

Policy written – May 2023

By Emma Bartle – Pre-school Co-ordinator

Ratified by -School Governing Board