



Pre-School Admissions Policy 2025

It is our intention to make our setting accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

Procedures

- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language.
- We 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.
- We 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.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We make our Equal Opportunities Policy available on the school website.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting and provides stability for all the children.

In order to achieve this we operate the following Criteria for Admissions:

- Any child seeking a placement at the Pre-School is eligible to start at the beginning of the term in which they turn 2 years and 9 months, providing they are at least 2 years and 6 months on the day they start.
- We will normally arrange our waiting list in birth order, with priority given to ensuring that children who receive nursery education funding are allocated their full entitlement before places are offered to younger children.
- However, in times of increased demand on places children will be allocated places to Pre-School using the following criteria:
 - 1 All 'looked after' children and all previously 'looked after' children, including those children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see definitions);
 - 2 Pupils living in the catchment area with siblings at the school (villages of Sharnbrook, Souldrop and Knotting);
 - 3 Children already attending the Pre-School as of the previous July (guaranteed their current sessions as a minimum)
 - 4 Other pupils living in the catchment area;
 - 5 Other siblings;
 - 6 Have a confirmed place at Sharnbrook Primary;
 - 7 Pupils who live out of the school catchment

If there are more children than places available, then it may be necessary to limit the number of sessions per child per week, but not less than 3 sessions will be offered.

The number of children we can accept at Pre-School is governed by Ofsted regulations and ratios.

Applying for a part-time place in the Preschool

A Preschool Deputy will keep a list of children's names and the names and addresses of the parents who have requested a nursery place. 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 Preschool will inform parents by letter whether it has been possible to allocate their child a place.

Attendance in the reception year group

All children will be considered equally for a funded early years place, regardless of whether they may eventually apply for a full-time place at our school. Conversely, it needs to be clearly understood that a child attending our school for their preschool entitlement is not given priority admission into our reception class. Parents will need to apply separately for a full-time reception place. The responsibility for admission into reception rests with the local authority as explained in the Primary School Guide for Parents.

Waiting List

Once places have been allocated, and where it is not possible to offer some children a part-time place at preschool because places are all taken, it will be possible for children's names to be added to a waiting list if parents specifically request it. Any places that then become available will be offered from the waiting list in accordance with the school's criteria for admissions (see above). Places will be offered on a termly basis. Only in exceptional circumstances will children be able to start at nursery in mid-term.

Parents may choose not to accept the offer of a place for their child but they must indicate whether they wish their child's name to remain on the waiting list for admission in the following term. They will then be considered for a nursery place along with any other eligible children. This may mean that a place is no longer available and a place at another setting may need to be sought.