



02. Admissions Policy

Aims of Policy

It is our intention to make our Pre-School accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. The Pre-School was originally set up and funded by the residents of the village. Its primary aim is to serve all the children and families of the local area. We treat everyone as individuals regardless of their cultural, religious, ethnic, and linguistic backgrounds, sex, gender, social group or disability and do not discriminate on these or other grounds. There are 'Equality of Opportunity' policies (Policies 9 to 11) which are available to prospective parents/carers. We do our utmost to enable children with disabilities or additional needs to take part in the life of the Pre-School (see 'Equality of Opportunity Policy - Special Educational Needs (SEND)' (Policy 11)). We have SEND trained staff to ensure we follow good practice.

As an Ofsted registered early years setting we are legally bound to meet the requirements of the Ofsted regulations and the Early Years Foundation Stage Framework published by the Department for Education.

Procedures - General

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the local community.

- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relatives, 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, 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 'Equality of Opportunity' policies (Policies 9 to 11) known.

Procedures - Specifics

We welcome children from the age of 2.5 years old, and our upper age limit is 5 years old.

Places at the Pre-School are offered on a first come, first served basis. Places will be offered from the waiting list when places on the intake list become vacant.

There are a maximum of 20 spaces from Monday to Thursday and 24 spaces available on Friday. In the event that we receive a request for a space for a looked-after child (child in care) we will do our utmost to accommodate them.

We have one room at our Pre-School with both cohorts attending together:

- **Younger academic year** - children from the age of 2.5 years old up until the academic year prior to starting primary school, when they will be in our older cohort.
- **Older academic year** – children move from the younger cohort into the older cohort in their planned final year before joining primary school. They retain their existing sessions and gain all day on a Friday. Fridays are reserved exclusively for our older children, when they do activities such as forest school and other activities to help them prepare for the transition to school.

Sessions and Start Dates

From Monday - Thursday, the Pre-School is split into two sessions each day, AM and PM, which are 3 hours long each. You can combine these to make a full day, which is 6 hours and 20 minutes in total.

Fridays are exclusively for the older cohort children who will begin school the following September. Children who attend on Fridays attend for a full day, which is 6 hours and 20 minutes.

Day	Morning	Afternoon
Monday - Thursday	8.50 – 11.50	12.10 – 3.10
Friday	8.50 – 3.10	

Sessions are selected when you begin at the Pre-School and you will be guaranteed those sessions for the duration of your child's time at Pre-School.

Older children (who will be starting school the following September) will also be guaranteed a Friday session.

As a Pre-School we work in academic years so, for example, if your child isn't starting with us until the January once they have turned 2.5, sessions are still allocated at the same time as they are for the whole academic year, as detailed under the heading 'Process' below.

Children are expected to attend a minimum of 4 core sessions which are 3 hours each and consist of two mornings (08:50-11:50) and two afternoons (12:10-15:10) Monday - Thursday. Should a child attend a morning and afternoon session on the same day they will be at Pre-School from 08:50-15:10.

Children within the older academic year will attend a minimum of 4 core 3-hour sessions (as detailed above) and a full day on a Friday (08:50-15:10).

If you feel that these minimum session requirements will create a barrier to your child starting with us, then please get in touch with the operations manager.

If your child has moved up from our younger cohort to our older cohort, they will retain their existing sessions with the addition of all day on a Friday. If you would like to change your child's existing sessions from September then please get in touch with us before the summer term.

Additional and Short-term Extra Sessions

Additional sessions are sessions that are taken up on a permanent basis part way through your child's time at Pre-School should such sessions become available. If these sessions are taken up part way through a term you will not be able to use funding for the new sessions for the rest of that term and they will be invoiced at our hourly rate. However, you will be able to use funding for the new sessions from the following term onwards.

Short-term extra sessions are those signed up for typically for half a term or a term, in advance, should such sessions be available. These are not guaranteed for the child for the full time they attend the Pre-School, but only for the agreed amount of time. Funding cannot be used to pay for these sessions.

Ad-Hoc sessions are sessions that we have available typically at shorter notice which can be signed up for via the Family app. Please note that funding cannot be used for ad-hoc sessions and our hourly rate will apply.

Friday-only Sessions

If we have availability on a Friday following take-up by the children already in their final year at the Pre-School, this will be offered out to children in their final year before commencing primary school who do not already attend the Pre-School. They would only attend this standalone session each week from 08:50 – 15:10. Spaces will not be confirmed until the rest of our intake list is finalised around the spring/summer prior to them starting, and priority will be given to those wanting more sessions. The admissions fee is still applicable in this case. Please note that we do not accept universal or eligible working parent funding for Friday only children and our hourly rate will apply.

Registration process

1. Register your child with us on our website
<http://seergreenpreschool.co.uk/admissions-forms/>
2. You will receive an email confirmation of your registration, detailing whether your child is on our intake or waiting list.
3. In the January of the academic year prior to your child starting with us, we will contact you to confirm if you would still like the space and to select sessions for your child.
5. Once we have allocated sessions (see below), you will receive confirmation of these and will be required to formally accept the sessions and pay the £100 admissions fee.
6. We will send new starter forms for you to complete.
7. Key people and start dates will be sent in the summer prior to your child starting, and home visits will be arranged.

At any stage if you have any questions then please do not hesitate to contact the operations manager at seer.green.preschool@gmail.com.

Session Allocation

A child's place will be offered at the beginning of the calendar year for the academic year they will begin with us. This process begins by sessions being selected by parents/carers. They are allocated their core sessions based on their position on the waiting list, subject to the information being provided by the parents within the timescales requested. Best endeavours are made to allocate sessions according to the parents/carers request; however, this is not always possible. Following all core sessions being allocated, any additional sessions requested will be allocated, working through the waiting list in order, offering one

session for each child where requested, and then starting back at the top for a second session etc. until all spaces are allocated.

Once sessions are confirmed for your child, we will carefully match them with a key person whose working hours align with your child's sessions, to ensure they receive the most contact time possible.

Should a parent/guardian fail to accept a place offered to their child by the date stated in the offer letter, the child may lose their place, as if there are children on the waiting list, the first child on the reserve list will be offered the place instead.

Notice periods

Once sessions are agreed for a child, they are valid for the entire time a child is at Pre-School.

We require 4 **term-time** weeks' notice for any session changes, or you will be liable for 4 term-time weeks' fees for that session. Holiday periods do not count towards the notice period. For example, if notice is given 2 weeks before the Easter holidays, the notice period runs for a further 2 weeks after we return from the Easter holidays to complete the 4 term-time weeks' notice. The reason we ask for **term-time** weeks' notice rather than any weeks' notice is due to the Pre-School operating in term time only, and staff are not working over the holiday periods.

Whilst every endeavour is made to make sure your child will have regular contact with their key person, please note that if you change your child's sessions during their time with us this may mean that they have less contact time with their key person.

We require 6 **term-time** weeks' notice for anyone wishing to leave the Pre-School. Holiday periods do not count towards the notice period. For example, if notice is given one week before the summer holidays, the remaining 5 weeks notice takes place once we re-open after the summer holidays in September. If less than 6 term-time weeks' notice is given, you will be liable for 6 term-time weeks' fees.

We will review requests to delay start dates within reason, and subject to our 'Fees and Funding Policy' (Policy 13).

If a child's place is offered and accepted but subsequent to such acceptance the start date is delayed at the parent/guardian's request, 6 weeks' fees will be payable from the original offered start date. This is due to the detrimental effect on the Pre-School's finances and because it is unfair to any children on the reserve list who could start on time.

If you have registered your child with us but wish to delay their start by one whole academic year, meaning they start in the older cohort (and you have not yet reached the acceptance stage as detailed above), then their place will not be guaranteed as it will depend on the children registered with us for the following academic year's intake at that point in time.

Please speak to the operations manager if you are considering this and we will be able to provide you with up-to-date information.

This policy should be read in conjunction with our 'Fees and Funding Policy' (Policy 13). This provides greater information on the fees payable and the process around changes and cancellations.

If a child reaches school age and their parent/guardian wishes to defer to a later term in the school year or defer a full year and they wish to remain at Pre-School, please refer to our Deferral Procedure.

The Trustee's have agreed the above. However, a degree of flexibility is inevitably required in order to ensure that the interests of the child, their family and Pre-School are served. Any flexibility is at the ultimate discretion of the Trustees of the Committee (Chair, Secretary and Treasurer), and can be applied in each situation without precedence being set.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day-to-day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date)

Signed on behalf of Seer Green Pre-school (Committee Chairperson)

This policy was reviewed as indicated below:

2007 created

2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required

July-Nov 2017 reviewed and updated

June-July 2018 reviewed and updated

February 2019 reviewed and updated

November 2019 reviewed and updated

June 2020 reviewed and updated

June 2021 reviewed and updated

January 2023 reviewed and updated

February 2024 reviewed and updated

June 2024 reviewed and updated

January 2025 reviewed and updated

June 2025 reviewed and updated

January 2026 reviewed and updated

UNCRC related articles:

Number 14

Every child has the right to think and believe what they want and to practice religion, as long as they are not stopping other people enjoying their rights. Governments must respect the rights of the parents to give their children information about this right.

Number 28

Every child has a right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children's dignity. Rich countries must help poorer countries achieve this.

Number 31

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

Admissions Policy

Deferral Procedure

Should a parent/guardian wish to defer a school place for their child to a later term in the school year or to defer a full year a case by case review will take place to evaluate if we have the resources to offer an extended place at Pre-School.

Applying for a deferred place

Stage 1

- The Operations Manager should be informed by the parent/guardian at the earliest opportunity, but no later than the Buckinghamshire County Council school primary application deadline (typically mid-January in the year where the child will start school in the September).

Stage 2

- The 'Application to Extend Pre-School Attendance' form (available from the Operations Manager) should be completed and submitted to the Operations Manager

along with, if applicable, a copy of the Council's 'Out of Year Application for a Buckinghamshire School Place for Summer Born Children' form.

- Deadline for returning the form to Pre-School is by the end of February.

Stage 3

- The parent/guardian should inform the Operations Manager of the council's decision on the same day.

Stage 4

- Should the Council approve the deferral request, then a Pre-School review meeting will take place to review each request on a case by case basis with regards to our Pre-School resources.
- In attendance at this meeting will be the Pre-School Manager and one or more members of the Committee.

Stage 5

- The parent/guardian will be informed of whether the Pre-School will offer a place before the date that Buckinghamshire County Council issue the first round of school placement offers.
- Please note that if a place is offered it may not be for the same sessions.

Stage 6

- The parent/guardian should inform the Operations Manager of the date they will begin their child at school. This should be before, but no later than, the Buckinghamshire County Council closing date for the first round of acceptances.

Stage 7

- Should the parent/guardian wish to appeal against the decision they should follow the Pre-School Complaints Procedure from Stage 3.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date)

Signed on behalf of Seer Green Pre-School (Committee Chairperson)

This procedure was reviewed as indicated below:

2007 created

2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required

July-Nov 2017 reviewed and updated

June-July 2018 reviewed and updated

February 2019 reviewed and updated

May 2019 reviewed

June 2020 reviewed

June 2021 reviewed and updated

May 2022 reviewed

February 2024 reviewed and updated
