

Potterhanworth Church of England Primary School & Pre-School

Pre-School Admissions Policy



At Potterhanworth, we strive to be a **caring school family where everyone belongs.**

We inspire **joyful learning and high aspirations so that all can thrive.**

We aim to **open our hearts and minds** so that each person can **make a positive difference** in our local community and beyond.

Together, we **grow into happy, responsible and spiritually aware citizens** for our changing world.

“Rooted in God’s love, we learn, grow and flourish.” (Ephesians 3:17-19)

Policy from March 2026

Policy Review Date March 2027

1. Introduction

Potterhanworth Pre-School welcomes children from the term after their second birthday. As stated in our Christian School Vision, we are a caring school family where everyone belongs. As such, we are an inclusive setting committed to ensuring equal access for all children, regardless of background, need or circumstance. This policy sets out the criteria and process for allocating places fairly and transparently.

2. Aims

- To offer a fair, open and consistent admissions process.
- To prioritise children with the highest educational and welfare needs.
- To work in partnership with parents/carers and the local authority.
- To comply with all statutory guidance, including the Early Years Foundation Stage (EYFS), Equality Act 2010, and local safeguarding arrangements.

3. Age of Admission

Children may be admitted from:

- **Age 2** - from the start of the term following their second birthday. Free Early Education Entitlement (FEEE) hours begin the term after a child turns 3 (or 2 if eligible for funded 2-year-old places).

4. Sessions and Funding

We offer the following:

- Universal **15 hours** for all 3–4-year-olds.
- **30 hours** childcare (for eligible families).
- **15 hours funded** 2-year-old places (for eligible families).
- Additional paid sessions subject to availability.

Parents may request:

- Morning sessions
- Afternoon sessions
- Full-day sessions

Where demand exceeds availability, priority criteria apply.

5. Admissions Priority Criteria

Where the number of applications exceeds the number of places available, places will be allocated in the following order:

1. **Children with an Education, Health and Care Plan (EHCP)** or those in receipt of Early Years SEND Inclusion Funding.
2. **Looked After Children** and previously looked after children.
3. **Children with a social or medical need** where a place at our pre-school is essential to their wellbeing (supported by professional evidence).
4. **Children eligible for funded 2-year-old places.**
5. **Children with siblings currently attending Potterhanworth Primary School** at the time the child will attend pre-school.
6. **Children living within the catchment area** of Potterhanworth Primary School.
7. **Children living outside the catchment area**, ordered by distance from school.

*Note: Admission to the pre-school does **not** guarantee a place in the primary school. Parents must apply through the local authority.*

6. Application Process

1. Parents complete a Pre-School Registration Form.
2. Places are offered termly and confirmed in writing.
3. If the pre-school is full, the child will be placed on a **waiting list** ranked using the priority criteria.
4. Places are allocated with consideration to staffing ratios and safe maximum occupancy.

7. Attendance Expectations

While attendance is not statutory at this age, we ask parents to:

- Inform us of planned absences.
- Support good attendance where possible to maintain consistency for the child. Repeated, unexplained absence for more than **four weeks** may result in the place being withdrawn and offered to another child.

8. Settling-In Procedures

We aim to ensure a smooth and positive start. This may include:

- A stay-and-play session.
- A staggered start if needed.
- Additional arrangements for children with additional needs.

9. Deferring or Delaying Start Dates

Parents may request:

- A delayed start (within the same term)
- A reduction in sessions initially
These will be agreed subject to staffing and capacity.

10. Changes to Sessions

Requests to increase or change sessions will be considered each term depending on availability. Priority will be given to:

- Children already on roll
- Families needing additional funded hours
- Children with identified SEND or vulnerable circumstances

11. Withdrawal of Places

We may withdraw a place if:

- Fees (where applicable) remain unpaid after reminders
- Attendance is persistently low without explanation
- Information provided on the application form was knowingly inaccurate

Parents will always be contacted first, and this is a last resort.

12. Complaints

Complaints about the admissions process should be addressed in writing to the Headteacher and will be handled under the school's Complaints Policy.