



Admissions Policy

Approved by the Headteacher: October 2025
Review Date: October 2026

Introduction

The headteacher and governing body of Wickham Pre-School is responsible for admissions.

This policy should be used to determine admissions Wickham Pre-School. Parents do not have a statutory right to appeal to an independent appeal panel in relation to pre-school admissions so it is essential, therefore, that all admissions decisions can be justified by reference to the following criteria.

The numbers and ages of children admitted to the pre-school comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the pre-school.

Procedures for Wickham Pre-School

At Wickham Pre-School we care for a maximum of 34 children each session between the ages of 2 and 4. The patterns of attendance available are on a flexible basis during our opening hours of 8am - 5pm in term time only. Our offer includes 5 mornings (9.00 – 12.00) or 5 afternoons (12.00 – 3.00). For parents who require a longer day or a more flexible pattern, their entitlement can also be taken over fewer days with longer hours. Hours offered will always begin at 8am, 9am or 12pm. End of session hours are always 12pm, 3pm or 5pm. Wickham Pre-School will endeavour to offer this entitlement with a level of flexibility to meet the needs of parents and their children.

Eligible children will normally be admitted in September (i.e. the beginning of the academic year), although admissions may be possible at other times in the year subject to the

availability of places. The final decision on when a child is admitted, the number of hours a child is able to attend and his or her pattern of attendance, rests with the headteacher. We acknowledge that some parents may wish to use their entitlement across two providers and therefore not take their full 30 hours at Wickham Pre-School. Priority will be given to those children whose parents opt to take their full entitlement at Wickham Pre-School.

You may apply for a place at any time by completing an application available upon request from the pre-school. To assist with the planning of pre-school places, it is preferred that you complete an application form and submit it to the pre-school when your child is 2 years old, or as soon as possible after that.

Where there are more applications than places, the admission criterion will be used to determine the priority for admission. The pre-school will let parents know by email of their application outcome, where possible at least half a term before the requested start date, ordinarily this will be by the end of October, February and May.

If your child is offered a place, you must confirm your acceptance to the pre-school within two weeks otherwise the pre-school may have to refuse places for other children unnecessarily. The final decision on when a child is admitted, the number of hours a child is able to attend and his or her pattern of attendance, rests with the headteacher.

Admission criteria

The pre-school uses the following oversubscription admission criteria, which is applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
4. Children who have siblings who are already with us and will still be attending Wickham Pre-School or Wickham CE Primary School the following academic year
5. Children whose parents live within defined catchment area of Wickham CE Primary School.
6. Children of staff who have, (1) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Other children

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability. We operate a waiting list and places are offered on an availability basis.

We operate an Inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Tiebreaker

If the pre-school is oversubscribed within any of the above categories, children due to start school in the next academic year will be given priority. Then preference will be given to children who live closest to the school based on a straight-line measurement from school to the entrance of the property. Hampshire County Council's Geographic Information Systems (GIS) will be used to confirm the order of applicants. Other information

Prior to a child attending pre-school, parents must complete and sign a contract and registration form. These forms provide the pre-school with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Applying for a place in Year R

Admission to a reception class will be in accordance with the County Council's Admissions Policy for community and controlled infant and primary schools. Admission to Wickham pre-school does not constitute any right of entry to Wickham Church of England Primary School, and places will be allocated according to that school's admissions policy.

Parents have the right not to send their children to school until the beginning of the term following their fifth birthday. Only in exceptional circumstances can children remain in the pre-school beyond the normal admission date for reception classes (i.e. the September of the school year concerned). For those parents who have chosen for their child to decelerate their child's admission to school for a whole year or defer their child's start at school until later in the academic year, there is no guarantee that there will still be a place available in the pre-school for them. Please discuss such plans with us as soon as possible.

Schools and those with parental responsibility for a child:

(Guidance from the Department for Education) The definition of a parent in the Education Acts includes:

- all natural parents whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person; and
- any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. It is defined by the Children Act 1989. It gives parents the legal right to make decisions and choices, such as where the child will live or go to school etc. If the parents were married to each other at the time of a child's birth, or if they have been married to each other at any time since the child's conception, they each have parental responsibility.

Having care of a child or young person means that a person who the child lives with, irrespective of what their relationship is with the child, is considered to be a parent in education law.

All settings registered to accept government funding must offer the funded places for eligible children for early learning sessions specified by the local authority. At Wickham Pre-School we currently provide a maximum of 34 government funded places for children each session; this is subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for the admissions of the government funded nursery education places we have a termly intake, beginning the term following your child reaching the age of eligibility.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.