## Hatherop C of E Primary and Pre-School

# Pre-School Admissions Policy

# 2026-2027

**Written in line with our vision:**

**'Caring, Believing, Achieving'**

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| *Prepared by* | **Taryn Hancock** |
| *Adopted by Governors* | **Summer Term 2026** |
| *Signed by Chair of Committee* | **M St Aldwyn** |
| *Review Date:* | **Summer Term 2027** |

**Principles**

This policy sets out how the Admissions system works for Hatherop C of E Primary Pre- School.

Hatherop C of E Pre-School is committed to providing a fair and open admissions system where each applicant is considered fairly and objectively.

We aim to deliver flexible education in a way which supports all parents and assists those who work and those seeking to work.

We are committed to all families having equality of opportunity. Please see our Equality Policy which is available on our website.

Charges are set out in a separate document. Please see the Charges Document.

If you require any further help or explanation about anything contained here, please contact our school office on 01285 750318 or admin@hatherop.gloucs.sch.uk.

**Eligibility**

Attendance at Hatherop C of E Pre-School **does not guarantee a place at Hatherop C of E Primary School** and parents must apply separately for a place at Hatherop C of E Primary through Gloucestershire County Council or to an alternative school of their choice.
Places are offered on sessional availability.

We are able to accept applications for places from parents of children taking up their entitlement to universal government funded hours of up to 15 hours per week, the free childcare for working parents' scheme (30 hours per week) and those who are fee paying.

Please see https://www.gov.uk/childcare- calculator for further information.

It is **very important** that parents who think they are eligible for the 30 hours extended funding apply using the on-line checker on the Government website, mentioned above, **the term before their child is due to start pre-school,** e.g. those starting in the Autumn Term must apply during the Summer Term. If successful, they will be given an on-line eligibility code which **must** be given to the school when completing the school's official ***Application Form***. This must be re-checked before the end of every term ready for the new term.

Your child can stay in Hatherop C of E Pre-School until the end of the academic year following their 4th birthday.

**Allocation of Places**

We have 16 (8 children per 3- hour session) pre-school sessions available each week which are taken in 3-hour blocks. Our pre-school is open during term time only and children are eligible to attend in the term following their 3rd birthday.

Parents or carers can apply for a pre-school place at any time. If a child is eligible to start pre-school, i.e. in the Autumn term following their 3rd birthday, they will receive an **Application Form**. Sessions will then be officially **allocated,** subject to availability, on a first come first served basis subject to the Allocation Criteria, below. A letter confirming which sessions are being offered by the school will be sent out to all parents and carers who have been allocated a place. Due to the availability of sessions, the school may not always be able to offer the exact pattern of sessions requested in the first instance. However, the school will do what it can to offer the preferred sessions in subsequent terms.

It is recommended **that children attend at least two sessions a wee**k to help build relationships with their peers and to aid settling in.

Once a place has been offered and accepted, your child may stay at Hatherop C of E Pre-School for the year before starting in Reception at your chosen school.

Preference will be granted to a child applying for their five Government funded universal sessions (15 hours per week). Once these have been allocated, places will be granted to those qualifying for the additional 15 hours a week up to 30 hours a week under the eligibility criteria shown above and then to those requiring extra fee-paying places.

**Allocation Criteria**

- Children (ages 3 or 4 years old) that have an Education, Health and Care plan which names Hatherop School Pre-School must be offered a place.

- Looked After Children (Children in Care) and previously Looked After Children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, immediately following having been looked after).

- Children who are the subject of a recognised Child Protection Plan (under current legislation and drawn up by social care services) where a specific School Pre-school placement is identified.

- Children of existing or joining staff of the pre-school and primary school.

- Siblings of current pupils at Hatherop C of E Primary School.

- Distance – for example, Hatherop C of E Primary School will choose to allocate places to those closest to the school's main visitor gate. This is calculated using Google Maps.

- Date of birth – for example, Hatherop C of E Primary School will choose to allocate places in date of birth order (oldest to youngest).

- Children also wanting to purchase hours in addition to their free entitlement.

**Pre-school Sessions**

Our sessions run from 8.30 am - 11.30 am and 12.05 pm - 3.05pm, Monday to Friday. ***Please see the Charges document.***

Children can access our lunchtime provision on Monday to Friday for an additional daily cost to cover lunchtime supervision. A packed lunch needs to be provided from home. Lunch times make up part of the 30 hours entitlement.

Alternatively, children accessing the 30 hours' extended entitlement or attending pre-school for a full day as part of their 15 hours' entitlement, may choose to go home for lunch (11:30-12:05) and return for the afternoon session.

Late collection charges will be applicable to parents who are late collecting their children. ***Please see Charges Document.***

**Purchased Hours**

Parents who do not qualify for the 30-hour extended entitlement can apply to purchase additional sessions (in 3-hour blocks) subject to availability. ***See our Charges Document for further details and late/non-payment fees.***

Days off for illness or other reasons cannot be refunded, unless exceptional circumstances are agreed with the Headteacher.

A half term's notice is required for any changes to your child's allocated places. The school reserves the right to reallocate a place following a period of 4 weeks non-attendance, unless exceptional circumstances are agreed with the Headteacher in advance.

Occasional bookings for additional sessions should be applied for by email and are subject to availability. Payment for these must be made in advance.

**Oversubscription Allocation Criteria**

If there are more applications than places available, the school will then use the following criteria to help decide which children will be allocated places when they become available. It is important to note that the school may not be able to offer the sessions that were requested on the **Application Form.**

- Children (ages 3 or 4 years old) that have an Education, Health and Care plan which names Hatherop School Pre-School must be offered a place.

- Looked After Children (Children in Care) and previously Looked After Children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, immediately following having been looked after).

- Children who are the subject of a recognised Child Protection Plan (under current legislation and drawn up by social care services) where a specific School Pre-School placement is identified.

- Children of existing or joining staff of the pre-school and primary school.

- Siblings of current pupils at Hatherop C of E Primary School.

- Date of birth – for example, Hatherop C of E Primary School will choose to allocate places in date of birth order (oldest to youngest).

- Children also wanting to purchase hours in addition to their free entitlement.

**Monitoring and review**

This policy will be reviewed on an annual basis by Governors. The next scheduled review date will be May 2027.