



Edith Cavell Primary School

Pre-School Admission Policy

Signed: *Saad Chowdhury* Chair of Governors

Signed: *H Cooke* Head teacher

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Pre - School Admission Policy

Aims

Our aims are:

- To ensure access and entitlement to the benefits of high quality, child-centred Pre-School education, on a fair and equitable basis.
- To establish an admissions policy governed by a clearly defined criteria that may be articulated to parents and other professionals.
- To ensure, as far as possible, that all children who gain a place will fully benefit from a Pre-School education, making the very best use of our resources.
- To provide high quality, child-centred Pre-School education to children and families in our local community.

1) Introduction

- Pre-School is a non-statutory phase of education. Admission to a Pre-School class, in a school, is outside of the statutory framework for admissions.
- Bedford Borough Council is not the admissions authority for Pre-School classes.
- There is not a Bedford Borough Council policy for Pre-School class admissions, and Pre-School classes are not encompassed by the Local Authority's Primary Admissions Policy.
- There is no statutory framework for appeals against an admission decision.
- The responsibility for agreeing and implementing an admissions policy, for a school based Pre-School class, lies with the individual school.

2) Age of Admission

- Most children will join Pre-School in the academic year (1st September – 31st August) in which they turn four years of age.
- Priority of places will be given to children who turn four in the academic year.
- If there are available spaces in our Pre-School class, children can be admitted at the start of the term after their third birthday.
- Places for admission at the start of the Spring or Summer terms will not be reserved for children who turn three within the academic year. If a child turns four in the academic year and requests a place at Pre-School, their application will be given priority over a child turning three in the academic year.
- If a child turning four in the academic year requests a place at Pre-School after a notification, in writing, of a place being issued to a child turning three in the academic year – the offer of a place will be honoured.

3) Criteria for Admission to Pre-School

Places will be allocated for September entry according to the following criteria.

- Children in the care of a Local Authority (Looked After Children), including those who have been previously 'looked after', in state care outside England and those who have ceased to be looked after as a result of being adopted.
- Children with a particular compelling educational and/or social or medical need as referred by a professional (e.g. social worker, speech therapist, health visitor, doctor etc.)
- Children who already attend Edith Cavell Primary School Pre-School in the previous school year

- Children who already have an older sibling currently attending Edith Cavell Primary School, in the September of the year of their admission
- Those children who will have an older sibling attending Edith Cavell Primary School, in the September of the year of their admission
- The position of the child's home address in relation to the school
- None of the above criteria met

Within the above criteria, each application is always considered very carefully on its individual needs. See Appendix 1 for definitions of the above

4) Application Process

- Parents/carers requiring a place for their child should complete the Pre-School, school application form.
- Pre-School, school application forms will be available to any parent/carer on request.
- Places on our Admission List will be secured, once we have received a fully completed application form.
- Parents/carers should indicate the pattern of attendance that they would like to book their child to attend Edith Cavell Pre-School on their application form.
- Parents/carers will be asked to provide proof of residency at their stated home address in order that the admission criteria can be applied fairly. If proof of residency cannot be confirmed then the offer of a place may be withdrawn.
- Parents/carers MUST provide original proof of identity – either birth certificate or passport for the school to copy and retain. This is a legal requirement.
- Parents/carers will be informed of the success of their application, in writing, after the application deadline outlined below in section 16.
- Parents will be informed, in writing, of the start date for their child and the pattern of attendance that is being offered by the school.
- Parents will be expected to confirm their acceptance of their child's place in writing, within two weeks of the offer of a place and agree and commit to their child's pattern of attendance for the half term.
- Parents/carers must fully complete admission forms, emergency contact details and arrange a home visit prior to their child joining Edith Cavell Primary School Pre-School.
- Parents/carers can also complete a Bedford Borough Free School Meal application form.
- If parents/carers wish to change, increase or decrease their child's pattern of attendance at Pre-School, they must give 6 weeks notice (half a term) in writing.

Please note: Due to government legislation, admission to the Pre-School class (3-4 year olds) does not give priority to admission to the primary school.

5) The Pre-School Waiting List

- Edith Cavell Primary School will keep a waiting list of names, addresses, D.O.Bs, email addresses and telephone numbers, for children who are wishing to join the Pre-School.
- Children can be placed on the waiting list after their second birthday.
- The criteria for admission to Pre-School will be applied to all applications received.
- The waiting list will not operate places on a first-come, first-served basis, neither will the length of time children are on the waiting list, influence the decision.

6) Decisions on Places

- Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.
- Being offered a place does not guarantee first preference with regards to session options.
- Parents will be informed of an offer of a place by email, and where possible at least half a term before admission - please see section 16 – Overview of the Admissions Process.
- If your child is offered a place, you must confirm your acceptance to Edith Cavell Primary School, within the timescales on the offer letter.

The offer of a Pre-School place DOES NOT in any way mean automatic entitlement to a place in the main school. You must still apply for a school place through the Bedford Borough Council.

7) Pre-School Visits

Edith Cavell Primary School will hold 'Stay & Play' sessions in the term before the child is due to start. Each child will be offered a settling in session into the Pre-School which is based on the individual child's needs. The dates and times of these sessions will be communicated within the offer letter.

8) Home Visits

All children who have accepted places will be visited at home by 2 members of the Pre-School staff, at a pre-arranged time before a child starts their learning journey at Edith Cavell Primary School Pre-School.

If your child is not fully toilet trained, Pre-School staff, when they visit you at home, will provide advice and written guidance on toilet training and encourage you to work with purpose to support your child to be fully toilet trained before they take up their place at Pre-School so that your child can be fully engaged in all learning activities at Pre-School.

9) Pre-School Uniform

Children attending Edith Cavell Primary School Pre-school are not expected to wear a uniform but can do if they so wish, all uniform items can be purchased from our uniform supplier, the details of which are available on our website.

- We do ask that all children wear suitable, comfortable clothes, ideal for artwork and outdoor messy play.
- Velcro shoes are preferable.
- All long hair must be tied up.
- No hoop or long earrings.
- Please provide a spare set of clothes for change in case of emergency.
- If your child, despite parents concerted efforts, is not fully toilet trained, we ask you to provide pull ups, wipes and nappy bags in their school bag each day.

10) Pre-School Sessions

Our school makes an offer for the universal 570-hour (15 hours) funding entitlement and the 1140 hour extended entitlement (30 hours) funding.

All children attend morning sessions.

We offer children entitled to the universal 570-hour (15 hours per week) funding five morning sessions per week or two full day sessions.

- Morning sessions are 8.45am to 11.45am
- All day sessions 8.45am to 3.30pm

- Parents/carers may choose to book and pay for their child to attend for all day sessions. These additional hours will be charged at £7 per hour. These sessions must be booked and agreed each half term.
- Invoices will be sent out monthly in advance.

We offer children entitled to the 1140 hour extended funding (30 hours per week)

- All day sessions of 8.45am to 3.30pm for 4 full days plus one-half day, 8.45am – 11.45am
- Parents/carers can choose to 'top up' to five full days at a cost of £7 per hour
- The additional afternoon session must be booked, agreed and paid for monthly in advance.

A child's attendance pattern at Pre-School is booked and agreed for the half term. No additional, adhoc, one off sessions can be requested, agreed or paid for.

If children are booked in to all day sessions at Pre-School, we do not make additional charges for the lunchtime sessions, but parents/carers MUST provide a healthy packed lunch for their child to eat at lunchtime.

Parents/carers must indicate on their application form which sessions they would like their child to attend Pre-School.

If parents wish to increase or reduce their child's attendance at Pre-School, this MUST be agreed each half term. Parents/carers should apply in writing, to the school office to amend their child's attendance pattern at Pre-School. Agreement to any changes will be dependant on availability of sessions and compliance with staff ratios.

For any agreed changes to attendance pattern, parents/carers will be informed in writing.

11) Completing Funding Forms

Funding forms MUST be completed by parents/carers EACH TERM.

Funding forms are available in week three of each term and must be completed by the end of week four EACH TERM.

If a funding form is not completed each term, your child will NOT qualify for Government funded child care hours, including those already completed in the term and you will receive an invoice for the hours that your child has already attended Pre-School in the term.

12) Charges and invoicing

As with all nursery and pre-school settings, fees must be paid in advance and will be non-refundable.

Parents/carers will be billed in advance and attendance will be dependent on accounts being settled prior to attendance at sessions. If an invoice is not paid, a child's place at Pre-School will be restricted to funded hours only and the child may only attend Pre-School for the morning sessions.

Any agreed additional sessions will be charged at £7 per hour. (£26.25 for 3 ¾ hours)

We will also make a charge of £20 per term, for every child attending Pre-School to cover consumables. This is also non-refundable.

Invoices will be sent out monthly in advance and payment should be made via a BACs transfer to the school account quoted on the supplied invoice.

It is parents/carers responsibility to apply for funding and then supply to the school, via the termly funding form, codes for universal and extended hours funding.

Parents/carers should note that funding codes only become valid the term after they receive them so:

- Codes first received between 1st September and 31st December will be eligible to be used from 1st January
- Codes first received between 1st January and 31st March will be eligible to be used from 1st April
- Codes first received between 1st April and 31st August will be eligible to be used from 1st September

Codes need renewing every 3 months and it is parents/carers responsibility to renew their codes in time to ensure the funding continues.

To check your eligibility for childcare funding please visit:

<https://www.childcarechoices.gov.uk/>

Reminders will be emailed to parents/carers termly to ensure that eligibility for funding is correct and up to date. It is the responsibility of parents/carers to ensure that they complete the relevant application and verifications directly with HMRC to ensure that funding remains in place for their child(ren). Failure to present Edith Cavell Primary School Pre-School with Valid funding codes could result in families not being able to claim funding and being liable for the payment of fees at £7.00ph.

13) Attendance and Loss of a Place

- Children must be brought and collected punctually by a responsible adult over the age of 16. That adult must ensure that they make their presence known to the Pre-School staff, so that they can register the child's arrival and collection.
- Our sessions run from 8.45 am - 11.45 am or 8.45am - 3.30 pm, Monday to Friday.
- Days off for illness or other reasons cannot be refunded.
- If attendance and punctuality is poor or erratic, the Pre-School teacher will meet with the child's parents/carers. This meeting will be to inform them that for their child to fully benefit from Pre-School education, attendance needs to be regular and punctual, due to the great demand for places. The meeting and conversation will be recorded and dated, and placed in the child's folder.
- If after a period of two weeks, attendance and punctuality remain poor, a letter will be sent to the parents inviting them to meet with the Headteacher.
- If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents/carers will be notified of the loss of place in writing.
- If a child is absent for a period of three weeks without any contact from the parents/carers, and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.

14) Leave Request in Term Time

Guidance issued by the Local Authority is that holidays in term time should be discouraged.

Parents/carers are required to complete a leave of absence form when requesting any type of time off from Pre-School.

Leave of absence for longer than 4 weeks will not be permitted and the Local Authority will only fund a maximum of 4 weeks leave, after this point the funding will cease and your child will lose their place and be removed from the Pre-School roll. If you require a space once you return from leave, you must re-apply to be added on to the waiting list.

15) Transfer from Pre-School into School

A place in the Pre-School class does not guarantee a place in the primary school, and parents and carers must still go through the correct Bedford Borough Council admissions procedure.

The school Pre-School staff will liaise closely with the staff in reception classes, to plan for a smooth transition to their chosen or allocated school. Pre-School staff will send on reports and other agreed records to the school, admitting the pupil as appropriate.

16) Overview of the Admissions Process

	Visit the Preschool in	Spring Term	Summer Term	Autumn Term
1	Apply by	Week before February Half Term	Week before May Half Term	Week before October Half Term
2	Admissions Panel meet in	February Half Term	May Half Term	October Half Term
3	Receive a letter/email about your application	Week after February Half Term	Week after May Half Term	Week after October Half Term
4	Parent/Carer reply to the letter/email	Reply to the letter/email within 2 weeks to accept the offered place and proposed attendance pattern.	Reply to the letter/email within 2 weeks to accept the offered place and proposed attendance pattern.	Reply to the letter/email within 2 weeks to accept the offered place and proposed attendance pattern.
5	Registration forms completed, proof of address and ID provided	Before child can start at Pre-School	Before child can start at Pre-School	Before child can start at Pre-School
6	Home visit by Pre-School Staff	At start of Summer Term	At start of Autumn Term	At start of Spring Term
7	Start at Pre-School	Summer Term	Autumn Term	Spring Term

Appendix 1

Definitions

'Looked after' children

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

Previously 'looked after' children

A previously 'looked after' child is a child who was 'looked after', but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order.

'Looked after' children from Outside of England

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister where foster care has been arranged by a Local Authority or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

'Home Address

A pupil's home address will be regarded as the address of the parent / carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents / carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

Appendix 2

Link to Pre-School Application Form

<https://forms.gle/VoUwgBd6GRBF5WgQ7>