



Hunloke Park Pre-School Admissions Policy

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Statement of intent

Hunloke Park Pre-School aims to provide a Pre-School experience for children that is affordable, high-quality and geared towards a smooth transition into Reception class. The Pre-School is managed by the School's Governing Body and the school runs it on their behalf.

The governing body is the admission authority and is responsible for setting the Pre-School's Pre-School Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the Pre-School.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018

- The UK General Data Protection Regulation (UK GDPR)
- DfE (2021) 'School Admissions Code'
- DfE (2022) 'School Admission Appeals Code'
- DfE (2018) 'Early education and childcare'
- DfE (2021) 'Early years entitlements: local authority funding of providers operational guide 2022 to 2023'

This policy operates in conjunction with the following school policies:

- Pre-School Fees Policy
- Pre-School Terms and Conditions
- Data Protection Policy

Application process

Admissions to Pre-School provision will not in any way increase children's chances of admission to primary school; primary schools have their own admissions policies.

Parents choosing to send their child to the Pre-School will have to register their interest online. Once they have completed the online registration, they will be added to the waiting list. The Pre-School will be in regular contact with those on the waiting list to keep them updated and to formally offer them a place if and when one is available.

Once a place is available, parents will receive a formal written offer which they will need to accept or decline in writing. After accepting the place, they will need to send in their child's birth certificate and proof address and a deposit of £20 which must be paid in order to secure their child's place.

Parents who secure a place will be offered transition visits and a home visit to ensure they and their child have time to settle.

Parents who would like a part-time place will be asked to state a preference for morning or afternoon, and/or for which days they wish to have the childcare; however, the Pre-School may need to take account of the balance between morning and afternoon places, so it cannot guarantee all parents' requests will be fulfilled.

More information on fees and charges is outlined in the Pre-School Fees Policy.

The Pre-School can accommodate a maximum of 32 Pre-School children in each session.

Equal opportunities

The Pre-School will implement an effective policy that ensures equality of opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all.

Admissions to the Pre-School will be open, fair, inclusive and non-discriminatory.

Free childcare arrangements

Hunloke Park Pre-School offers 15 and 30-hour Free Child places subject to age and eligibility. In order to check eligibility please visit <https://www.childcarechoices.gov.uk/>.

Whilst we do not take children until after their third birthday, we do accept 2-year-old funding until the child becomes eligible for the 3 year old funding.

Admission terms are as follows and term dates can be found on the Derbyshire County Council website:

- September
- After October half term
- January
- After February half term
- After Easter
- After May half term

Application timetable

Formal applications for Pre-School places can be made at any time but must be made by **31 January** for pupils requesting a place in the following academic year (September to July).

Application forms are available on our school website or via the school office.

Acceptance and non-acceptance letters are sent in the week prior to the Easter break each year.

Where places are remaining, later admissions are possible, up to the agreed admissions limit. Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday.

Deposits

The Pre-School charges a refundable deposit of **£20.00** to parents offered a place. The purpose of the deposit is to secure places for childcare and provide assurance to the Pre-School that parents will take up the place.

Parents will be informed during the application process that if they fail to take up their place, the Pre-School is not obliged to refund the deposit. Deposits will be returned to parents within five weeks of taking up a reserved place. If a parent does not take up a reserved place, deposits will not be returned.

Additional costs

The Pre-School is able to charge additional costs as part of a free entitlement place – this includes, but is not limited to, the following:

- Meals
- School trips
- Specialist tuition

Where charges are made in line with the above, parents are expected to pay for these; however, payments are voluntary. Where parents are not willing to provide costs for the above, they will be permitted to provide their own supplies to the Pre-School. The Pre-School may also consider waiving or reducing the costs of meals or snacks, particularly for disadvantaged parents.

Admission Criteria and Oversubscription

Individual pupils who have a statement of special educational needs or an education, health and care plan (EHC) which names the school will be admitted.

In deciding on admissions, the following order of priority will be adopted.

1. Children who have had a place in the previous academic year.
2. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Children living in the normal area (see note 1) served by the school at the time of application and admission who have brothers or sisters (see note 2) attending the school at the time of application and admission.
4. Children living in the normal area (see note 1) served by the school at the time of application and admission.
5. Children not living in the normal area (see note 1) served by the school but who have brothers or sisters (see note 2) attending the school at the time of application and admission.
6. Other children whose parents have requested a place.

Where, in the case of 2 or more choices have to be made between children satisfying the same criteria, those children living nearest to the school measured by the straight line distance will be given preference.

Definitions

Note 1

'Living in the normal area' is defined as the child having settled full-time residence in a property which is the child's only or main residence. Documentary evidence including proof of actual permanent residency at the property concerned may be required for example council tax or utility bills, sale or rental agreements.

We reserve the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information.

Please note a place cannot be guaranteed for any child, even those living in a school's normal area.

Note 2

The term brother or sister includes:

- (a) a half brother and/or a half sister

- (b) a legally adopted child being regarded as a brother or sister
- (c) a step-brother and/or step-sister residing in the same family unit

Withdrawing offers

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within [two weeks](#)
- A child is in receipt of more than their entitlement of Pre-School education
- In the unlikely event an offer is made in error

Delayed starts and withdrawn places

Following receipt of a registration form, the start date can only be delayed once, and only be delayed by one month, before the child's reserved place will be open to others and the child's name added back onto the waiting list.

If parents decide to withdraw their child from the Pre-School after being offered a place, they must give the Pre-School at least [two weeks'](#) term time notice. Parents may be charged for this period, or it may come out of their Pre-School entitlement.

Notice of a delayed start or withdrawal must be in writing.

Non-attendance

Parents must inform the Pre-School as soon as possible if their child is unable to attend for the whole or part of a day when they are due to attend and no later than 8.50am on the day of absence.

Parents must give a minimum of four weeks' notice if they wish to reduce the level of provision their child receives before provision begins and one week after provision has started.

Governors may choose to terminate a place for persistent non attendance.

Refusal of admission

A child is only refused admission if one of the following criteria are met:

- The Pre-School has reached its admissions limit
- The child is not of the appropriate age

As Pre-School education is not compulsory, parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.

Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

Admission to Reception

Admissions to Pre-School provision will not in any way increase children's chances of admission to primary school; primary schools have their own admissions policies.

Children reach compulsory school age as follows:

- Children turning five years old between 1 January and 31 March are of compulsory school age at the beginning of the term after 1 April
- Children turning five years old between 1 April and 31 August are of compulsory school age from the beginning of the term after 1 September
- Children turning five years old between 1 September and 31 December are of compulsory school age from the beginning of the term after 1 January

Parents have the choice of how and when their child starts Reception class until they reach the compulsory age. However, we are unable to accept pupils who become compulsory school age during the previous year at the start of a new academic year.

Transition arrangements

Parents are invited to visit the school prior to joining the Pre-School, and further visits are arranged according to the child's needs together with a home visit.

During the Summer term, Reception teachers from the primary schools to which the children will transfer come in to meet with the children. During the visit, the child's key worker provides the teacher with information about the child's progress across all the areas of learning and will spend time talking to the teacher about the child's social, health and emotional needs.

Details of children with SEND or particular educational requirements are shared, including their development throughout the year, support given and needed, and details of any other agencies involved. Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

Data protection

The Pre-School will act in compliance with the Data Protection Policy when processing personal data. When processing and publishing information, the Pre-School will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the Pre-School will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.

Monitoring and review

This policy is reviewed annually by the governing body and headteacher.

The next review is due in Summer 2026.