

Barming Pre-School and Primary School and the Orchard Academy Trust



Pre-School Admissions Policy

Headteacher: Mr C Laker
Chair of Governing Body: Rev W North

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Policy Review Date:	December 2025
Signature of Headteacher:	Mr C Laker
Signature of the Chair of Governors:	Rev W North
Policy Author: Responsibility:	Name: Mrs A Crittenden Responsible for: Pre-School

Admissions Policy

Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We offer funded places in accordance with the Code of Practice for and any local conditions in place at the time.
- Our setting and its practices are welcoming and make it clear that all with parental responsibility are welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

Starting Pre-School

Children are able to join the pre-school from the age of two, however the number of two year olds may be capped in any one session due to staff ratio capacity.

We accommodate the full range of funding options for children from the age of 2 including [Free For Two](#), [Working Parent Eligibility](#) and Universal Eligibility from the age of three. You can also pay for sessions.

We offer sessions in a flexible way between the hours of 8.15 am and 3.20pm. The free funding does not include lunchtime, which is chargeable at £5 (food not included), should you wish your child to stay for a full day. You are also able to 'top up' your child's sessions at the start of a new term, subject to availability and charges. The costs are as follows:

- Three hour session - £17.50 (8.45am-11.45am or 12.20pm-3.20pm)
- Lunchtime - £5 (11.45am-12.20pm)
- Early Start - £5 (8.15am-8.45am, max 10 children)

How many places are available?

There will be a maximum of 40 children in each session.

Over subscription criteria

As an oversubscribed pre-school, we are not always able to offer 3 intakes a year. When the pre-school is oversubscribed, priority is not given to date of application, but will be given to applicants in the following order:

1. Siblings currently attending the pre-school or school
2. A small number of places will be offered to children with special educational, social, emotional or medical needs
3. Children of current staff members
4. Date of birth – oldest to youngest
5. Nearness of the child's home to the school – with those children living nearer being given priority

Sessions are allocated in accordance with the above criteria by the following dates:

September intake - 31st March
January intake - 30th September
April intake - 31st December

Prior to allocation, current pre-school pupils will be offered the opportunity to book additional sessions for the following term, should space allow.

Attendance

We believe that attending pre-school regularly is very important and helps children to feel secure and learn routines and expectations. If your child does not attend their allotted sessions regularly, it might be necessary for us to review the sessions that you have been offered so that another child can access our pre-school.