



Admissions Policy for Pre-School

Autumn 2025

**Approved by: Governing
Body**

Autumn 2025

Last reviewed:

Autumn 2025

Next review due by:

Autumn 2026

Haydon Abbey Pre-School Admissions Policy

Please Note: Pre-School and Reception Class Admissions

A child may be offered a place at our Pre-School, but this does not guarantee a place in our Reception Class. All admissions for our Reception Class are handled by Buckinghamshire Council. All parents and carers must follow the Buckinghamshire Council admission procedure for a school place.

1. Aims

Our aims are aligned with the ethos and high expectations of our school, promoting the values of our Pre-School. We strive to:

1. Create a caring and stimulating learning environment where children are nurtured and can flourish.
2. Provide high-quality, child-centered Pre-School education in modern and well-resourced premises.
3. Work in partnership with parents to provide a secure, stimulating, and happy environment in which the individual needs of all children will be valued.

2. Haydon Abbey Pre-School

Our Pre-School has 10 spaces (AM/PM) for 2-year old's and 52 spaces (AM/PM) for 3 to 4-year old's

3. Nursery Session Hours

Morning Sessions (15 hours) 8.45am - 11.45am – Monday – Friday

Afternoon Sessions (15 hours) 12.30pm – 3.30pm – Monday – Friday

All day sessions (30 hours) 8.45am - 2.45pm – Monday - Friday

Children can attend for either 5 morning sessions, 5 afternoon sessions or 5 Full days.

4.Funded Provision Offered

The following fund places are available subject to spaces

Type of Funding	Hours available (term time-38 weeks a year)	Starting age	Eligibility
Funded 2-year-old	15 hours per week (3 hours per day)	Term after they turn 2	Parents receiving certain benefits – must apply for code
Funded 2-year-old	30 hours per week (6 hours per day)	Term after they turn 2	Working parents – must apply for code
Funded Universal 3-year-old	15 hours per week (3 hours per day)	Term after they turn 3	Available to all children after they turn 3
Funded extended 3-year-old	30 hours per week (6 hours per day)	Term after they turn 3	Working parents – must apply for code

The table below shows when children are able to join Haydon Abbey.

Child's birthday before:	Term child is entitled to funding from:
31 st December	Spring Term
31 st March	Summer Term
31 st August	Autumn Term

5. Funding Checks

You can find out more information on the different types of funding available to you, and apply for working parent entitlement online, via the Government website -

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

Checks for 30 hours working Parent funding

If eligible, parents should give their code to the school, so the code can be checked. If valid the child is then eligible to take up the 30 hours funded entitlement offer from the start of the term following the confirmation from HMRC. It is the parents 'responsibility to go online and re-validate their code approximately every 3 months when prompted to by the HMRC.

Parents of children attending for 30 hours are required to provide them with a packed lunch.

Checks for 2-Year-old for parents in receipt of certain benefits

If you believe you are eligible for the 2-year-old funding for parents in receipt of certain government benefits, then you need to apply

<https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/2yo-funded-childcare/eligibility/>

In order to access the 2-year funded place, parents will need to provide the school with their eligibility code which will be 6 characters long. School will then check with Buckinghamshire Council Early Years' service to confirm the code is valid before confirming a fund place with the parent.

6. Decision on places

Decisions to offer a place will be based on the criteria laid out in this admissions policy. Being offered a place does not guarantee first preference with regards to session options. Decisions will be made final and there is not right of appeal. The off of Pre-School / Nursery place **does not** in any way mean automatic entitlement to the main school.

7. Chargeable Wraparound Care

Type of funding	Time of wraparound	Cost
Early Morning Cover	8am – 8.45am	£5.00 per day
Afterschool club (for pupils staying all day)	2.45pm – 3.30pm	£5.00 per day

8. Additional Hours

If your child is only entitled to funded 15 hours and we have places available you may pay for additional sessions (3 hours per day) - £15 per day

9. Fees – Terms and Conditions

All fees are charged half termly and you will be invoiced as such. Fees can be paid online. Fees are payable for all sessions booked, regardless of attendance including absence due to sickness or holiday take in term time. Refunds will only be given if the sessions are cancelled by the school. Prices will be reviewed annually

10. Pre-School Admission Criteria

In the event of oversubscription, the following criteria will be used to allocate places: -, with

- Children in the care of a local authority (Looked After Children)
- Children with an Education and Health Care Plan (EHCP) that names Haydon Abbey School and Pre-School. *Please note: While given priority, a place is not automatically allocated, as we must be able to meet the child's specific needs within our mainstream setting.*
- Children of staff currently employed on a permanent contract by Haydon Abbey School and Pre-School.
- Children who will have an elder sibling attending Haydon Abbey School and Pre-School in their term of admission.
- The length of time the child has been on the waiting list.

- Children living in the catchment area (we adopt Buckinghamshire Council's methodology for school distance).
- Children living out of catchment area of Haydon Abbey School and Pre-School

Within these criteria, each application is considered carefully based on its individual circumstances. We will hold a consideration (waiting) list and encourage parents to state their preference of session so we can try to accommodate parental choice. In the situation where we are not able to allocate a place, your child will remain on the consideration list and you will be contacted if a space becomes available

11. Consideration List

- A consideration (waiting) list will be kept by the school of names, addresses, date of birth, telephone number and preference of sessions of children who are interested
- The consideration list will not operate on a 'first come, first served' basis. The length of time on the consideration list in no way influences the decisions about places
- Parent Will be contacted the term before their child is due to start with information about the settling sessions

12. Allocation of Preferred Sessions

Parents will be asked to give a preference in regard to morning or afternoon sessions when they apply for a place. Account will be taken of any preference for session options expressed by parents but preference will be allocated subject to availability and are not guaranteed. If the preferred sessions are unavailable, the child will be offered an alternative session.

13. How to Apply

Please complete the registration form, available on the school website, and return it to the main school office or email it to **office@haydonabbey.bucks.sch.uk**. We will acknowledge receipt and place your child on our consideration (waiting) list. Please notify the school office if your circumstances change or you no longer require a place.

14. The Offer of a Place

We will invite you to visit the Pre-School during the half-term before your child's proposed start date. This visit allows you and your child to meet the staff, explore our setting, and for us to ensure we can meet your child's needs. Within this visit the Pre-School staff will explain our rationales; how we settle the children in; how teaching and learning is planned, organised and assessed. It is also an opportunity to discuss any concerns and answer any question you may have. It enables parents/carers to begin to become familiar with our nursery/Pre-School.

Following the visit, we will confirm if we can offer a place and provide you with all the necessary admission and funding forms. These forms must be completed and returned promptly by the date requested. Failure to do so will result in the offer being withdrawn.

15. Leavers during the year

If a child is withdrawn by their parents from Pre-School during the school year, parents must give the school a minimum of half term notice if possible. The place of the child who has been withdrawn cannot be held open and will be automatically made available to allocate a child on the consideration list. If, parents later wish their child to return to the Pre-School then they will need to re-apply for a place on the consideration. The application will be considered according to the criteria along with all other applications.

16. Transfer from Nursery/Pre-School

All parents and carers must be made aware that a place in the nursery or Pre-School does not guarantee a place in Haydon Abbey School and that they must still go through the correct Buckinghamshire Council's admissions procedure when applying for reception.

The Nursery/Pre-School staff will liaise closely with colleagues in reception classes to plan for a smooth transition to their chosen or allocated school.

17. Uniform

To foster a sense of belonging to our school community, it is expected that all Pre-School children wear the school uniform. Details can be found on the [school website](#)

Signed _____

Ashleigh Ferdinand, Headteacher

Signed _____

on behalf of the Governing Body

Date _____

To be reviewed Autumn 2026

