



WESTONZOYLAND

Community Primary School and Pre-school

Pre-School Admission Policy

June 2025

Ratified by:

Headteacher
Andy Clark

Ratified by:

Chairs of Governors
Amy Saturley & Laura Proud

Review date: May 2026

**WESTONZOYLAND COMMUNITY PRIMARY SCHOOL
AND PRE-SCHOOL**

ADMISSIONS POLICY FOR PRE-SCHOOL

(For children of statutory age please see SCC Admissions Policy.)

It is our intention to make us genuinely accessible to children and families from all sections of the local community with or without disabilities from all ethnic backgrounds. Please see our Inclusion and SEN Policies.

Enrolment

When a parent/carer contacts us enquiring about a place for their child, they will be encouraged to visit and will be sent or given an information pack. This pack contains all relevant information about the Pre-School including an initial registration form. If you agree to all terms and conditions including payment of fees you will be asked to complete the relevant forms.

On receipt of the completed registration form you will be contacted by a member of staff to arrange provision for your child and any details will be confirmed by letter.

The minimum attendance requirement is one session per week, however to make settling in easier for your child we would recommend that they attend for more than one session per week.

When a child is enrolled with the Pre-School we like to offer settling sessions to each child. The purpose of these sessions is for the child and parents to become familiar with the key person and other staff within the Foundation Unit and to begin to build relationships. On the initial settling session parents/carers are encouraged to stay with their child and to experience the environment together. On the following settling session parents may leave their child with the Foundation Unit staff if both parents and staff feel that it is appropriate for the child.

Waiting List

To ensure that admissions are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- Once a completed registration form is received, if there is currently no space, your child's name will be placed on a waiting list until a space becomes available. This is operated on a first come first served basis.
- When a space becomes available the Admissions Policy will come into operation.
- If the parent/carer no longer requires the space the next child on the list will be contacted.

Sessions: Sessions for the group are as follows:

Day	Time	Session	Cost – 2yr olds	Cost - 3 & 4yr olds
Monday	08:50 / 09:00 - 12:00	Session 1	£7.00 per hour	£5.50 per hour
Monday	12:00 - 2:50 / 3:00	Session 2	£7.00 per hour	£5.50 per hour
Tuesday	08:50 / 09:00 - 12:00	Session 1	£7.00 per hour	£5.50 per hour
Tuesday	12:00 - 2:50 / 3:00	Session 2	£7.00 per hour	£5.50 per hour
Wednesday	08:50 / 09:00 - 12:00	Session 1	£7.00 per hour	£5.50 per hour
Wednesday	12:00 - 2:50 / 3:00	Session 2	£7.00 per hour	£5.50 per hour
Thursday	08:50 / 09:00 - 12:00	Session 1	£7.00 per hour	£5.50 per hour
Thursday	12:00 - 2:50 / 3:00	Session 2	£7.00 per hour	£5.50 per hour
Friday	08:50 / 09:00 - 12:00	Session 1	£7.00 per hour	£5.50 per hour
Friday	12:00 - 2:50 / 3:00	Session 2	£7.00 per hour	£5.50 per hour

NB: These prices will be reviewed annually when the school budget is set.

All children are eligible for the nursery education funding the term after their 3rd birthday. These children are entitled to 15 hours a week educational care for 38 weeks of the year; this will be automatically deducted from your payments. Working parents may also be entitled to 30 hours funding for 3 & 4 year olds & 15 hours funding for 2 year olds subject to eligibility.

The Pre-School can admit children from 2 years and 6 months and we are able to offer 2 year funding to children that are entitled to it. Application forms are available from the School Office and school staff will be able to help with the process.

Fees: Please see Pre-School Charging Policy.

This policy will be implemented with due regard to the Equalities Act 2010 which ensures the right of all to freedom from discrimination within the Education Service.