

# Westover Pre-School



## Admissions Policy 2025-2026



## **Westover Pre-School Admissions Policy**

It is our intention to make our pre-school accessible to children and families from all sections of the local community. We are committed to being as inclusive as possible regarding our admissions arrangements. This policy outlines our approach to pre-school admissions, our admission criteria and our plans for offering funded childcare in a sustainable and inclusive manner.

### **Legal Framework**

This policy relates to sections 3.27 and 3.28 to 3.39 of the Early Years Foundation Stage [Statutory framework for the early years foundation stage for group and school providers \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

### **Aims**

- ✓ To ensure that Westover Pre-School is accessible to all sections of the community, through open, fair and clearly communicated procedures.
- ✓ To promote smooth transitions into and out of the pre-school ensuring children and parents/carers are happy.
- ✓ To care and develop children from the age of 3 years complying with the legal space requirement set out in Early years Foundation Stage (EYFS)

### **Accessibility**

Westover Pre-School aims to ensure that its services are accessible to all sections of the community as per the schools Equalities Policy.

### **Offering places**

Where services are oversubscribed the following priority for admission will apply:

1. On a first come first serve basis
2. Waiting list children will be given a place before advertising additional places

Places will always be confirmed in writing by the school office.

From September 2025 we have 21 spaces available per session. Sessions are 8.30-11.30 and 12.00-15.00. We are hoping to open a before and after school (Breakfast Club and After School Club), however, this will depend on viable numbers. The maximum for each session would be 8 spaces.

## Funding

Government funding for early education can be used for hours within funded sessions and the additional paid-for hours will be charged at the amount required.

Funded sessions are in line with the flexible arrangement as specified by the Government. When you register your child for their place, we will discuss your needs and as far as possible with availability and staffing arrangements we will accommodate your wishes.

The pre-school is open term time only Monday to Friday. All 3 and 4 year olds are entitled to Universal 15 funded hours during term time and this is available from the term following your child's third birthday. Free funded hours can be used between 8.30 and 11.30 and 12.00 until 15.00 (including the lunch session if enough funded hours are available). Some children may be eligible for 30 funded hours, and these can be used for all sessions previously detailed.

## Sessions

<b>30 Hours</b>	8.30am - 2.30pm	30 hour week, fully funded
Additional Hours	In line with our existing charges and remissions policy - the half an hour from 2.30pm - 3.00pm will cost £2.50	
<b>15 Hours</b>	8.30am - 11.30am	15 hour week, funded place
<b>15 Hours</b>	12.00pm - 3.00pm	15 hour week, funded place
Additional hours for Lunch (for 15 hour funded children)	If your child is eligible for 15 hours and would like to stay for lunch following the morning session, or arrive for lunch before the afternoon session, then this is charged at £2.50.	
Regular additional hours (for 15 hour funded sessions)	If your child is eligible for 15 hours, and you would like to purchase additional morning or afternoon sessions (3 hours) - this will be charged at £18 on top of the lunch. <i>Due to the demand in places, this will be subject to availability - please contact the School Office to discuss.</i>	

Breakfast Club (not currently open)	7.30-8.30	Additional £4, includes breakfast but children should arrive no later than 8.00 if they require breakfast
After School Club (not currently open)	15.00-16.30	Additional charge £5, no food included

Fees will be reviewed each April, and any new charges will apply from the following September. Breakfast and after school club can only run with viable numbers.

## Procedure for applying

Prior to a child starting our pre-school parents/carers must complete an expression of interest form. The setting will process the form and will then contact you in due course.

Once you have been offered a space you will receive a registration pack. The forms provide the pre-school with personal details relating to the child. (Name, date of birth, address, emergency contact details, dietary requirements, sessions requested etc). Once a place has been offered and accepted, we can arrange settling in sessions with you.

**This policy will be reviewed annually.**

If you have any queries or wish to view the school, please contact us via [preschool@westoverprimary.co.uk](mailto:preschool@westoverprimary.co.uk)