Preschool Admissions Policy

Date of Policy	Review Date	Policy Written by:	Date Shared with Staff	Date Shared with Local School Board
September 2026	Annually	Simone Wright (Assistant Headteacher) Lisa Thomas (Administrator)	September 2026	December 2026

Admission Policy – Spalding St Paul's Pre-School

This Admission Policy is an appendix to the Community Inclusive Trust's Admission Policy.

The Pre-School will use the admission criteria in line with the Community Inclusive Trust Admissions Policy.

As a setting registered to accept government funding, we offer free places for 3 -4-year-olds for early learning sessions specified by the local authority. At Spalding St Paul's Pre-School we currently provide free funded places available for children subject to availability.

These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for admissions for the free Pre-School education we have a termly intake, beginning the term following your child's third birthday.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities available at the Pre-School.

We operate an inclusion and equality policy and ensure that all children have access to Pre-School places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. The Pre-school sessions run in the mornings from 8:45- 11:45 and are available for children the year before they start Primary School.

Prior to a child attending Pre-School, parents must complete and sign the admission forms and a contract for sessions including any fees if extra hours are required.
Your child might be eligible for extra funding so please check the government website: www.childcarechoices.gov.uk

These forms provide Pre-School with personal details relating to the child. For e.g. name, date of birth, address, contact details for parents, parental responsibilities, emergency contact details, parental consent, doctor's contact details, allergies, dietary requirements and vaccinations etc.

We also require the parent's National Insurance Number and to take a copy of the child's original birth certificate.

Please note that the Pre-School will be closed on statutory holidays.

Should your child be unable to attend the agreed Pre-School hours due to holidays taken or illness, these sessions are non-refundable and if you wish to change or terminate your child's sessions, a minimum of 2 weeks' notice is required.