



Pre-school Admissions Policy

Mission Statement and Statement of Intent

At our pre-school, we strive to provide a secure, stimulating, and caring environment that encourages children to develop to their full potential. Our commitment includes promoting equal opportunities and offering effective learning opportunities for all children. We aim to create a welcoming space where parents and carers feel confident leaving their child. Our staff members are well-trained, compassionate, and dedicated to providing high-quality care and education.

Admissions

The Governors of Cromwell Academy are the managing body of the Pre-School and are responsible for admissions. Cromwell Academy Pre-School serves the community of Hinchingsbrooke, and currently offers 29 places, during school hours (8.40 am-3.10 pm), term time only. This includes 5 places for two-year-olds (morning only) and 24 places for 3–4-year-olds. The sessions available are:

2-year-olds

The sessions we currently offer for 2 year-olds are:

Mornings: Mon - Fri 8.40 am to 11.40 pm

We have a number of places for 2-year-olds who are eligible for 15 hours of two-year-old full funded places. These are for children who meet the eligibility criteria set out below.

Free education and childcare for 2-year-olds

A two-year-old is eligible for a free part-time (15-hours) early education place from the term after their second birthday if in receipt of any of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments or the guaranteed element of Pension Credit



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- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax or the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

OR

- has been adopted from local authority care
- has been looked after by a local authority
- has left care through a special guardianship or child arrangements order
- is in receipt of Disability Living Allowance
- has an Education, Health and Care (EHC) Plan

For more information please visit : [Funded hours for eligible 2 year olds | Cambridgeshire County Council](#)

Working parents free childcare for 2-year-olds

Under the new government scheme for working parents, 15 hours a week of childcare can be claimed for 2 years olds.

More information about this scheme and eligibility can be found here:

[Apply for free childcare if you're working - GOV.UK \(www.gov.uk\)](#)

Self-funded education and childcare for 2-year-olds

Parents who would like their child to attend the setting, but currently do not qualify for the funded sessions, can apply for a self-funded place. Hours will be charged in line with government funding, which is currently £8.00 per hour for 2-year-olds.

<https://www.cambridgeshire.gov.uk/residents/children-and-families/childcare-and-early-learning/information-for-early-years-childcare-providers/early-years-funding-consultation>

If you do not want your child to attend every morning, we may be able to offer ad-hoc sessions on a temporary half termly booking basis. This session will be offered based upon availability and cannot be guaranteed. Parents will need to book for half a term in advance. Priority will be given to parents requesting the full entitlement.



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3–4-year-olds

The sessions we currently offer for 3–4-year-olds are:

Morning sessions: 8.40 am to 11.40 pm

Afternoon sessions: 12.10 pm to 3:10 pm

Full day: 8.40am to 2.40pm (optional paid top up by 30 minutes per day to 3.10pm is available on request.)

All day sessions will include lunch: either provided by parents as a packed lunch or purchased from the school catering company. All other sessions will not include lunch.

Depending on the working status of their parent(s), all 3–4-year-olds are entitled to a free part-time (15 hours per week) Pre-school place or a free full-time place (30 hours per week) based on eligibility. To be eligible for a full-time place, both parents must be earning, or expect to earn, the equivalent of 16 hours at National Minimum or Living Wage, up to a maximum of £100,000 per year. Eligibility can be explored on the Childcare Choices website www.childcarechoices.gov.uk

If parents meet the criteria for a full-time place, HMRC will issue an eligibility reference number (eligibility code). This number is given to the school office so that we can complete the application for funded sessions.

We offer sessions as detailed below:

15-hour entitlement

The morning sessions run from **8.40 am to 11.40 pm** Monday to Friday term time only.

The afternoon sessions run from **12.10 pm to 3:10 pm** Monday to Friday term time only.

During this session children will be provided with a healthy snack of milk and fruit.

*Please note that child attending a half day session will not eat lunch in school.

30-hour entitlement

The sessions run from **8.40am to 2.40pm** Monday to Friday term time only (optional paid top up by 30 minutes per day to 3.10pm is available upon request.)

We have the facilities for children to eat a packed lunch in school as part of the 30hr session. Children should have a named lunch box with ice blocks inside as we have no facilities to keep lunches in a fridge.

Children accessing 30hrs can also have the option of a school meal which is booked in advance and paid for via Arbor at a cost of £2.50 per meal.



All 3 and 4 years olds become eligible for Early Education Funding from the start of the term following their third birthday.

If your child is born between	They are eligible for a funded place in the term following their third birthday.
1 September and 31 December	Spring Term (January)
1 January and 31 March	Summer Term (April)
1 April and 31 August	Autumn Term (September)

Self-funded education and childcare for 3-4-year-olds

Should your child be entitled to a part-time place only, but you wish to secure a longer Pre-school day, we offer the option to top-up your child's Pre-school hours with a paid-for place. Top-up hours will be charged in line with government funding, which is currently £5.40 per hour.

If you do not want your child to attend every morning/afternoon, we may be able to offer ad-hoc sessions on a temporary half termly booking basis. This session will be offered based upon availability and cannot be guaranteed. Parents will need to book for half a term in advance. Priority will be given to parents requesting the full entitlement.

Registration

Unlike school admissions, parents must apply directly to the school for a Pre-school place, either by completing an application form (available from the school office), or by downloading the Preschool Registration Form from the school website. To complete the enrolment process we need to see evidence of your address and your child's date of birth.

When the Pre-school is full:

Children are kept on a waiting list and once a place becomes available the admissions criteria is referred to and the parents of the child on the list will be contacted.

Consistent attendance on a regular basis is expected of all children and this will be monitored. If children do not attend for a period of more than 4 weeks and the school has not been informed of a reason for this then places will be revoked and offered to children on the waiting list.



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Over-subscription criteria

If more applications are received than can be accommodated the following procedure will be applied.

The Early Years Leader, Head Teacher and Governing Body will consider children from each priority category in turn until all available places have been allocated:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to children based on their exceptional medical or social needs or those of a parent with evidence from a medical specialist or social worker of the child's or parent's need and why they must attend this school rather than any other, based on those needs.
3. Priority will next be given to children within the catchment area who are siblings of pupils of this school.
4. Priority will next be given to other children living within the catchment area.
5. Priority will next be given to children of members of staff who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.
6. Priority will next be given to children living outside the catchment area who are siblings of pupils of this school.

When the Preschool is oversubscribed:

Further information may be required to verify the home address e.g. Council tax bill/ utility bill.

Where a family claims to be resident at more than one address, justification and evidence of a family's circumstances (e.g. legal separation) will be required.

If a child spends part of the week with parents at different addresses, the home address will be where they usually spend the majority of the school week (Monday to Friday, including nights) with a parent.

Parents will be asked to declare that the address used will be their place of residence beyond the date of the child starting in Preschool. The offer of a place may be withdrawn if false or misleading information is given.

Children with additional needs

Our nursery staff are very experienced in the care and education of children with additional needs. To ensure that we can offer a safe and secure environment it may mean we have to wait for the recruitment of new staff to enable your child to have a 1:1,



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which could lead to a delay in their admission. If you have any questions regarding this, please do get in touch with Mrs Blyth, our SENDCo (Special Educational Needs and Disabilities Co-ordinator), who can be contacted via the school office.

Once a place has been offered:

Parents/carers will receive a phone call offering them a place once a space becomes available. Parents/carers are then asked to respond, within 2 working days, as to whether they accept the place or whether we can offer the place to another child. Parents/ carers will be expected to collect a pack from the office with further registration and information documents for completion.

Parents/carers and their child/children will be invited to attend 'Stay and Play' session prior to starting at the school. These sessions run for approximately an hour and offer the children the opportunity to familiarise themselves with both the staff and the setting. This is also an opportunity for parents/carers to ask any questions they have and for a key worker to get to know the family before they start. This helps us to plan individualised provision for children ensuring needs are fully met.

All booked sessions are chargeable and non-refundable.

Notice to withdraw:

If you no longer require your child's place, you must inform us before the end of the half term.

Admission to school:

Children who attend the Pre-school are not automatically guaranteed a place in Reception. All parents of children attending the Pre-school will need to apply for a place in the Reception year at Cromwell Academy. Applications for statutory school aged children should be made through the Local Authority Admissions service. [Primary school admissions - September 2024 | Cambridgeshire County Council](#)