



# PRE-SCHOOL ADMISSIONS POLICY

## MAULDEN LOWER SCHOOL

APRIL 2024

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REVIEW DATE: SPRING 2025

### **Rationale:**

We believe that all young children should have an equal opportunity to access high quality, Early Years Education. The Governing Body of Maulden Lower School applies the regulations on admissions fairly and equally to all those who wish to attend the setting.

### **Admissions:**

Maulden Lower School Pre-School will accept applications for any child, aged two to four, wishing to attend the preschool. We offer 20 places per session and 4 of these can be available for two-year-olds. We operate an equal opportunities policy ensuring that all children have equal access to the provision. In the event of there being more applicants than there are places available, the preschool will apply the following criteria.

### **Criteria for Admission:**

1. Children currently attending who are increasing their sessions
2. Children of staff
3. Date of birth  
Places are allocated to older children first.
4. Sibling already in school  
Children with siblings already in the school
5. Children with parents living in the catchment area  
Children living in the catchment area, as per Central Bedfordshire admissions:  
[https://www.centralbedfordshire.gov.uk/info/38/consultations/1302/consultation\\_school\\_admission\\_arrangements\\_for\\_2024\\_to\\_2025/2](https://www.centralbedfordshire.gov.uk/info/38/consultations/1302/consultation_school_admission_arrangements_for_2024_to_2025/2)

### **Admissions to Reception:**

Attendance at the pre-school does not guarantee future admission to the Reception Year at Maulden Lower School. To gain admission to the main school parents/carers must apply to the Local Authority through the Starting School Admissions Process. Please see the Maulden Lower School Admissions Policy for children starting the Reception year.

### **Session allocation:**

There are three points in the academic year for admission to pre-school:

- September (apply by 31<sup>st</sup> May)
- January (apply by 31<sup>st</sup> October)
- After April (after Easter half term) (apply by 1<sup>st</sup> March)

Session request forms will be sent out in advance, and these will need to be returned for processing. Sessions will be allocated and parents/carers will receive an email or letter confirming their child's place. Upon successful application of joining the pre-school, a settling in date and start date will be confirmed.

Parents/carers will be given the opportunity to express a preference about which sessions they would like to book when they complete the session request form, however place allocation will be influenced by the availability of sessions and will be allocated to ensure child adult ratios remain appropriate.

We ask that parents enrol their child for a minimum of 2 sessions a week to ensure continuity in education for the child. Less than this can be considered on an individual basis and through discussion with the family.

### **Additional sessions:**

Any extra sessions will require additional payment which will be invoiced by Maulden Lower School to parents/carers. The sessions will be invoiced termly and are payable seven days from the date of invoice. If an outstanding balance from invoicing remains for half a term and our reminders are not acknowledged or arrangements for the balance to be cleared are not made, then your child will lose their pre-school place.

Where parents wish to book additional sessions within their funded hours entitlement, these amendments will only be able to take place the week before the next census date. This is to ensure the pre-school receives the funding needed for this session. Where parents wish to book additional sessions beyond the funded hours, and therefore pay for them, place allocation will be influenced by the availability of sessions and will be allocated to ensure child adult ratios remain appropriate.

### **Missed sessions:**

It will not be possible for your child to have replacement sessions for those missed due to illness, holiday or for any other reason.

### Session times prices.

Please note there may be a change in timings and fees at the start of a new academic year.

Sessions	Start time	Finish time	Fees
Morning session	08.45	11.45	£15.00
All day	08.45	15.15	£30.00
Afternoon session	12.15	15.15	£15.00

### Eligibility for free childcare:

All three and four-year-olds regardless of family income will continue to be entitled to a free preschool/early education place for 15 hours a week. In addition, there is the two-year-old funding and 30 hour entitlement for children that meet the eligibility criteria. To find out if you are eligible visit

[https://www.centralbedfordshire.gov.uk/info/12/childcare/115/help\\_with\\_childcare\\_costs](https://www.centralbedfordshire.gov.uk/info/12/childcare/115/help_with_childcare_costs)

### Equal Opportunities, Inclusion and Special Educational Needs:

Please refer to the Maulden Lower School Equal Opportunities, Inclusion and Special Educational Needs policies.

*This policy statement has been endorsed by the Governing Body, and will be reviewed on an annual basis*

Policy reviewed and updated:

Signed ..... Date .....

Policy ratified and updated:

Signed ..... Date .....

