



Mission Statement

“A Caring Christian Family Where We Grow Together”

EYFS ADMISSIONS PROCEDURE

Effective Date: 01/04/2017

Review Date: September 2025 Annual

Review Date	Signed Head Teacher	Signed Director RCSAT
08/09/2018	<i>J. L. J. J. J.</i>	<i>P. B. B. B.</i>
13/09/2019	<i>J. L. J. J. J.</i>	<i>P. B. B. B.</i>
15/10/2020	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/2021	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
05/05/2022	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
19/03/2024	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/2024	<i>J. M. Badger</i>	<i>P. B. B. B.</i>

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT



1. Legislation

This procedure complies with all current legislation.

2. Implementing the Procedure

2.1. Responsibilities

2.2. The Executive Headteacher shall have overall responsibility for the implementation of this Procedure and shall ensure that all aspects of the procedure are managed appropriately.

2.3. To facilitate this, the Executive Headteacher has designated named staff and governors to manage aspects of this procedure, including co-ordination, reporting any issues to the Executive Headteacher.

2.4. The named persons are detailed in Appendix 1 of the procedure.

2.5. The object of this procedure shall be to ensure that the admission to the EYFS is achieved with equality for children and families from all sections of the local community.

2.6. Staff shall comply with the clauses of this procedure.

3. Admissions Procedure

3.1. The school and nursery shall operate the following admissions standards:

3.1.1. the existence of the nursery shall be advertised widely in places accessible to all sections of the community,

3.1.2. Information about our nursery shall be accessible - in written and spoken form - and, where appropriate, in different languages. Where necessary, information in Braille, or through signing or an interpreter, shall be attempted,

3.1.3. The waiting list shall be arranged in birth order and shall take into account the details of siblings already attending the nursery and/or the length of time on the waiting list,

3.1.4. The nursery shall be open to every family in the community,

3.1.5. The maximum number of children allowed at each session shall be defined,

3.1.6. If parents are paying for a nursery place, they can be admitted the day after their second birthday. If accessing LA funding, children shall be admitted the term after their second birthday, dependent upon the availability of space, and the readiness of the individual child to stay happily within the group

Relevant dates for commencing

- Children born in the period 1st January to 31st March: the start of term beginning on or following 1st April after the child's second birthday
- Children born in the period 1st April to 31st August: the start of term beginning on or following 1st September after the child's second birthday
- Children born in the period 1st September to 31st December: the start of term beginning on or following 1st January after the child's second birthday.

3.1.7. The nursery shall aim to support the child care needs of its staff where possible. Staff of the pre-school whose children are over 2 years old may enrol them so long as this does not interfere with the effectiveness of the member of staff in the running of the sessions.

3.2. **Other Conditions.** Due to the school admissions policy, all children shall be expected to start school in the year that they are 5 years old. As a result:

3.2.1. Most children shall start school during the Autumn term.

3.2.2. Nursery shall not be able to keep places open for those children who have either a Spring or Summer birthday, but they shall be given priority should places become available.

3.2.3. Nursery children shall attend for at least 2 sessions per week.

3.2.4. Children will attend a 1 hour visit shortly before admission.

3.2.5. A flexible admissions procedure shall be maintained. If required a child may attend for short sessions at first gradually building up to a full session.

3.2.6. Children shall be welcomed regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

3.2.7. Staff shall liaise fully with parents and professionals to ensure that it would be in the child's best interests to attend the group.

3.2.8. A flexible admissions procedure shall be maintained and a child may attend for brief periods at first, gradually building up to a full session, where appropriate.

3.2.9. Staff shall be flexible about attendance patterns to accommodate the needs of individual children and families, wherever possible.

3.3. Free Early Education Entitlement (FEEE).

From April 2024, all 2 year olds are entitled to 15 hours of free early education the term after they turn 2. All children are entitled to 15 hours of free early education place starting the term after their third birthday.

30 hours free childcare is available to working parents of 3 and 4 year olds that meet the following eligibility criteria:

- [30 free hours eligibility](#)
- [Top things parents need to know \(PDF, 357KB\)](#)

More information can be found at Cheshire East Local Authority website

<https://www.cheshireeast.gov.uk/livewell/looking-after-someone/childcare/free-early-education-fee-3-4yr-olds.aspx>

3.4. The following records are kept in the school office:

3.4.1. All FEEE termly applications are kept in the school office for 6 years following the current year.

3.4.2. Notes and actions from any appeals made in respect of a child shall be held in a separate file.

Appendix 1**RESPONSIBILITIES**

Area of Responsibility	Person Responsible
Overall responsibility	Executive Headteacher
Co-ordinator in School – Bunbury	Principal of School
Co-ordinator in School – St Oswald's	Principal of School
Co-ordinator in School – Warmingham	Principal of School
EYFS Co-ordinating Governor	Achievement Director

