

9.00 Admissions Policy v1.3

Date agreed by Committee	12/11/2025
Operational Date	13/11/2025
Date last updated	14/11/2025
Review Date	November 2026

Children are eligible to attend Oldfield Pre-School from the start of the term they turn 3 (subject to spaces).

Eligibility for the Government Early Years Entitlement Funding (GEYE) provision depends on the employment status / income of the parents and can depend on the age of the child. More information on this can be found at <https://www.beststartinlife.gov.uk/>

Government Early Years Entitlement Funding (GEYE) can be used at Oldfield Pre-School during the hours of 8:15am and 3:45pm Monday – Friday. Extended morning and afternoon sessions cannot be covered by Government Early Years Entitlement Funding (GEYE) and must be paid for by the parents/carers at the stated Oldfield Pre-School Extended Session rate.

Any sessions between 8:15am and 3:45pm that are not covered by Government Early Years Entitlement (GEYE) funding must be paid for by the parents/carers at the stated Oldfield Pre-School hourly rate.

The availability of a place at the setting considers staff/child ratios, the age of the child and registration requirements.

Oldfield Pre-School aims to ensure:

- We offer an accessible service to the Pre-School children living in our local and wider community.
- We advertise our Pre-School in places accessible to all sections of our community.
- Our admissions information is clear and accessible.
- We treat all applications on an individual basis, regardless of gender, special educational needs, disabilities, background, religion or belief and ethnicity.
- We are flexible about session patterns to accommodate the needs of individual children and families.

Opening Times and Sessions Available

We are open 8:00am to 5:00pm Monday to Friday term time only. Our term dates are published regularly on our website.

We provide the following sessions each day:

- Extended morning – 8:00am – 8:15am
- Full day – 8:15am – 3:45pm
- Morning 8:45am – 11:45am
- Afternoon 12:30pm – 3:30pm
- Extended afternoon – 3:45pm – 5:00pm

- Lunch clubs 11:45am – 12:30pm can be added to a morning or an afternoon session but are not available on their own.

Registering interest

Parents can register an interest in their child attending Oldfield Pre-School at any time. Registering a child ensures parents are sent an application form at the correct time to take part in the annual admissions process each year. Registering a child does not guarantee a place.

Admissions

- We operate an annual admissions process each year, to ensure that we have a fair, inclusive and clear system for admission to Oldfield Pre-School in line with our constitution, that enables a balance between (1) the needs of the local children in any particular year and (2) the long-term viability of the Pre-School. However, subject to spaces being available, we accept applications for sessions at any point during the year.
- The admissions procedure and management of any waiting lists is detailed in 9.01 Admissions Procedure.
- Children must maintain the minimum of 2 half-day sessions (or 1 whole day) throughout their time at the Pre-School – otherwise their place will be withdrawn.
- Priority is given to children in Vicars Cross or who have siblings in a primary school whose catchment includes Vicars Cross.
- Priority is given to funded places in accordance with the contract with Cheshire West and Chester Council.

All places are offered subject to us knowing and being able to meet any additional or medical needs of the applicant. Oldfield Pre-School will make every reasonable effort to ensure that we can meet the needs of all children to whom we have offered a place, and we have a history of accepting children with additional or medical needs.

If children consistently fail to attend their regular sessions without reason or explanation their sessions may be removed and offered to another child. If these sessions are covered by GEYE Funding, then we are obliged to report this to Cheshire West and Chester Council (CWAC) who operate the GEYE Funding. Irregular sessions will be interpreted as attending less than half their regular sessions during a half term or three weeks continuous absence without explanation. Attempts will be made to contact parents/carers before sessions are reallocated. GEYE funded sessions may only be reallocated with the consent of CWAC.

Appeals and Review

Oldfield Pre-School Committee will review written appeals if parents/carers are dissatisfied with the sessions they are offered. The decision of Oldfield Pre-School Committee is final.

Change Log

Date	Version	Changes Made & Reason	Changes Made By
14/09/2021	1.0	Separated Admissions Policy from Procedure. Includes part of old A1 Admissions	CFB

31/10/2023	1.1	Government Early Years Entitlement Funding Eligibility is changing, so removed explicit statement of eligibility and linked to government information page on eligibility,	CFB
08/10/2024	1.2	Clarify the sessions that can be taken and that all hours / sessions / days can be government funded	CFB
06/11/2025	1.3	Updated Childcare Choices website to Best Start for Life. Amended opening hours Clarification as to when GEYE can be used	ND

This policy was adopted at a meeting of

Oldfield Pre-School

name of setting

Held on

12/11/2025

(date)

Date to be reviewed

November 2026

(date)

Signed on behalf of the management committee

Name of signatory

Kate Thomson

Role of signatory (e.g. chair/owner)

Chair