

9.01 Admissions & Waiting List Procedure v1.5

Date agreed by Committee	29/09/2026
Operational Date	30/09/2026
Date last updated	18/09/2026
Review Date	November 2026

Oldfield Pre-School has capacity for 24 children per session. This may be able to be extended to 30 children with additional staffing. This procedure details how the Admissions and Waiting List Procedures take place and should be read in conjunction with 9.00 Admissions Policy.

Admissions Process

Information advertising the admissions dates is displayed around Vicars Cross, on the Pre-School social media, on the Pre-School website, and on other local social media pages.

Application forms are sent out in late January / early February each year to all existing children who will not be moving to Primary School (to enable them to request alternate sessions), all eligible children on the registration list and anybody who requests an application form.

On receipt of the application form, the manager will add the information contained therein to a 'new admissions' list. This information will include the name, DOB, address where the child resides, siblings at Oldfield Primary School, preferred sessions and any relevant additional information from the application form.

Children must maintain a minimum of 2 half-day sessions or 1 whole day throughout their time at the Pre-School – otherwise their place will be withdrawn. Therefore, the manager will contact anyone who applies for only 1 session per week informing them of this restriction.

Sessions are offered to children in May for the following academic year.

Sessions will be allocated to maximise the number of children who can attend based on the number of children on the admissions list and the sessions which have been requested. Parents/carers are asked to state their preferred and any other possible sessions.

We will attempt to meet the requirements of all children who apply for places. However, in years where the Pre-School is oversubscribed we will prioritise applications using the following criteria:

1. Existing children, who wish to keep their existing sessions.
2. Children who are going to school the following September, and who have a sibling(s) in year 5 or below already at Oldfield Primary School or Cherry Grove Primary School;
3. Children who are going to school the following September and who's permanent residential address is in Vicars Cross;
4. Children in order of the term they are eligible to start
5. The child has a sibling(s) in year 5 or below already at Oldfield Primary School or Cherry Grove Primary School;
6. Distance to the Pre-School from the child's permanent residential address as measured by Google Maps;
7. Date of birth - older children taking priority over younger children, (due to the different staffing ratio for 2 year olds). Should children be born on the same day and not be twins / multiple births, then alphabetical order of name will be used (surname first). Twins / multiple births will not be split; and

The order of allocation of places is always subject to any admissions requirements associated with the GEYE Funding from Cheshire West and Chester Council - as noted in the 'Rule book' or 'Contract'.

A summary of the session allocation will be reported to the committee. Should there be oversubscription such that children whose applications are received before the end of April are unable to access all the sessions they require, then the session allocation will be reviewed by the Pre-School admissions panel, consisting of 2 staff members and 2 committee members.

Parents/carers of children not able to access all of the sessions requested will be informed in writing, of the start date and sessions offered, by the end of May in the academic year before their child is due to start at Pre-School.

Applications for admission received at other times through the year will be allocated sessions if there are spaces available. If there are no spaces available, then they will be placed on the waiting list and sessions will be offered in accordance with the waiting list procedure.

Changing sessions and leaving

Parents/carers wishing to change or increase sessions should apply in writing (email is preferred). Swaps will be undertaken immediately if spaces are available. If there is a waiting list, requests to increase sessions are added to the waiting list.

As per terms and conditions Parents/carers wishing to terminate their child's attendance at Pre-School or reduce their child's sessions should provide at least 4 weeks' written (and paid) notice.

Waiting List

All sessions that become available are offered to children on the waiting list for sessions (either additional sessions for existing children, or for new children) in accordance with the following

- Any admissions requirements associated with the GEYE Funding - as noted in the Rule book or Contract; and
- Where there is no specified priority in the Rule book or contract, the following criteria (in the following order of priority) will apply:
 1. Children who have previously had their place at Oldfield Pre-School deferred* and are able to take up their place **immediately**;
 2. Children who have moved into Vicars Cross after the admissions deadline (some evidence may be requested to authenticate the date of the move), **and** the child starts school at the end of the pre-school year, then at least 2 sessions will be offered subject to space;
 3. Any new children where the application form was received after the admissions deadline.
 4. Any existing children who have previously requested additional sessions (and are therefore on the requests list for additional sessions) and can take them up immediately or the following term;

If Pre-School has no spaces from the Easter term, but there are spaces available in the September or January terms, children can add additional temporary regular sessions. These temporary sessions must be returned at the end of the term, unless the Pre-School emails to offer an extension to the temporary session / offers the session on a permanent basis.

Where two or more children wish for additional sessions and come under the same point above and there are insufficient sessions for all children, then sessions are allocated based on

- a. Children who in the view of the management team would benefit most from additional sessions at Oldfield Pre-School
- b. Children who have the fewest sessions at Pre-School.

*Children are deferred if their form is received before the end of April, but there are not enough spaces available to offer a session through the standard admissions process.

Change Log

Date	Version	Changes Made & Reason	Changes Made By
14/10/2021	1.0	Separated Admissions Policy from Procedure. Includes part of old A1 Admissions	CFB
18/10/2022	1.1	Updated marketing section. Clarified that the waiting list is only used if children want sessions that are full. Simplified Waiting list process due to larger building.	CFB
02/11/2023	1.2	Clarification of additional information, minimum level of sessions, when requests for additional sessions are added to the waiting list. Admissions panel only required if oversubscribed. Children residing outside Vicars Cross are already covered by Distance criteria, as google maps is used to determine distance, not straight line. Clarify allocation of sessions on the same priority.	CFB
06/11/2025	1.3	Removed section explaining that some children may get possible days rather than preferred days to spread demand through the week	ND
03/03/2026	1.4	Taken out deadline for applications. Amended point 4 in criteria for over-subscription as children now get GEYE earlier	ND
18/09/2026	1.5	Replaced 'administrator' with 'manager'. Parents only receive official written notice of what days they have been offered if we cannot meet their request for days	ND

This policy was adopted at a meeting of Oldfield Pre-School name of setting

Held on 29/09/2026 (date)

Date to be reviewed November 2026 (date)

Signed on behalf of the management committee

Name of signatory Christina Barrowclif

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