



## **Admissions Policy for Pre School Admission September 2026 to July 2027**

	<b>Signature</b>	<b>Date</b>
<b>Chair of Governors</b>	<input type="text"/>	<input type="text"/>
<b>Headteacher</b>	<input type="text"/>	<input type="text"/>
<b>Full Governing Body Approval</b>		<input type="text" value="Spring 2026"/>
<b>Next Review Date</b>		<input type="text" value="Spring 2027"/>

## 1. ADMISSION TO PRE-SCHOOL

### Admissions managed by:

Newtown School, Berkhamstead Road, Chesham HP5 3AT

Tel: 01494 783713

Email: [office@newtown.education](mailto:office@newtown.education)

Website: [www.newtown.education](http://www.newtown.education)

### Age that children can be registered:

Children can be registered for the Pre-School any time after their first birthday.

### Admissions Number:

Goldcrests (Preschool 3-4 year olds): 28 per session

Firecrests (Nursery 2-3 year olds): 15-18 per session depending on age and ratios

### Fully funded hours

#### Up to 15 hours

Morning sessions (8.25 to 11.25am)

Afternoon sessions (12.05 to 3.05pm)

For children attending 15 hours we would recommend **5 mornings or 5 afternoons**. However, we will try and accommodate your preference for sessions where space allows.

#### Up to 30 hours

(8.25am to 2.25pm)

N.B. Parents taking up 30 hour funded places are responsible for applying for the funding every term, parents will be charged the full amount if funding is not applied for and a place taken up.

### Extra payment

Parents of children attending all day can pay extra for the children to stay until 3.05 each day.

Requests can be made for additional paid morning or afternoon sessions if children are not eligible for 30-hour funding, availability will be dependent on staffing ratios.

### Application deadline:

Where spaces allow, we will admit children throughout the school year.

In addition, we will review our applications and waiting lists three times a year at each half term holiday and allocate places accordingly.

Parents will be informed by letter of their allocation of sessions. Parents will need to accept the place and have completed all the relevant paperwork **within 10 working days of the offer**. Failure to accept the place **and** complete the paperwork within the allotted time frame, may result in a child on the waiting list being allocated the place.

### Place allocation:

At any point during the year if the number of applications exceeds the number of places then once children who already hold an Education, Health and Care Plan have been allocated places the remaining places will be allocated in the following order:

1. Looked after children and previously looked after children.
2. Children with medical or social needs supported by a professional
3. Children of a member of staff has been employed at the school for two or more years
4. Siblings of children who are attending the school at the time allocations are made or attend a linked primary school at the time allocations are made
5. Children in receipt of two-year funding due to additional forms of support
6. Children in receipt of funding for working parents
7. Distance from school (as the crow flies)

In the case of over-subscription the Governing Body has authorised the Headteacher to follow the guidelines set. Any appeals will go to be considered by the Governing Body.

**Transition to Reception:**

Nearly all children that attend the Pre-school move into the Reception Class, **however a place is not guaranteed and an application for a school place must be made to Buckinghamshire Council, when it opens in the Autumn Term the year before your child is due to start in Reception. This can be done via the online portal. Please see Buckinghamshire Council's Admissions Policy.**