

Michaelchurch Escley Primary and Pre School



Preschool Admissions Policy

Date Reviewed:	Oct 2025
Reviewed by:	Mark Hollowood
Policy to be reviewed by:	Oct 2027

Preschool Admissions Policy

Who we can admit

- Children can join from the term after their 2nd birthday.
- We cannot take children younger than 2yrs.

Opening times

- Monday to Thursday, term-time only.
- Sessions run 8:45am–3:00pm.

Attendance limits

- 2-year-olds: up to 2 days per week.
- 3-year-olds: up to 3 days per week.
- 4-year-olds: up to 4 days per week.

Attendance expectations

- Regular attendance is important. If a child misses 6 weeks without explanation, their place may be withdrawn.

Existing families

- A new form is needed each year, but existing days are honoured if requested.

How to apply

- Complete the Booking Form (available online).
- Applications are due one full term in advance.

Application deadlines

Place Requested	Deadline
Start of Autumn Term	Apply by end of previous Spring Term
Start of Spring Term	Apply by end of previous Summer Term
Start of Summer Term	Apply by end of previous Autumn Term

Immediate start requests

- Fill in the form and contact the office; places depend on availability.

Oversubscription criteria

- Children with an EHCP naming the preschool.
- Children recommended a priority place by children's social care.
- Children in catchment with a sibling already on roll.

- Other children living in catchment.
- Children outside catchment with a sibling on roll.
- Distance: children living closest to the preschool.

Waiting lists

- Ordered using the same oversubscription criteria. Children may move up or down the list.

Increasing days

- Extra days can only be offered if a space becomes available.
- Increasing days must also follow the attendance limits (e.g., 2-year-olds up to 2 days; 3-year-olds up to 3 days).

Exceptions

- At the Headteacher's discretion, places may be allocated outside the usual process when appropriate.

Other notes

- Preschool attendance does not guarantee a primary school place.
- A child cannot start without birth certificate/passport verification.