



DLPT Pre-School Admission Policy 2027-2028

Approved by: **Mr Jonathan Lewis (CEO)** Date: 01.12.2025

Last reviewed:

Next review due by:

Policy Statement

This policy outlines the principles and procedures used to allocate places at all The Diamond Learning Partnership (TDLPT) pre-schools. This policy ensures fairness, transparency and compliance with relevant legislation including the Early Years Foundations Stage framework (EYFS) and the Equality Act 2010 and the local authority (KLA) guidance.

Eligibility

All Preschools within TDLPT intend to make all our settings accessible to children and families from all sections of the local community, and aim to achieve this through open, fair and clearly communicated procedures. We honor the following government incentives:

- 2-Year-old entitlement linked to benefits
- 2-Year-old entitlement for working parents
- 15 funded hours for all three- and four-year-olds
- 30 funded hours for working parents for 3- and 4-year-old children.

Parents must provide the necessary codes and documentation prior to the start of term. The pre-school will not charge for funding hours but may charge for additional sessions, meals or optional extras.

Procedures

- Parents and carers should complete an application form available from each setting (details at the end of the policy) and will be emailed to parents/carers or, if no email address is available, will be posted by second class mail, or can be collected from the school office and are available on the school website.
- Places will be considered for a child seeking admission once your child has turned two, however funding is not available until the term after their second birthday.
- Places offered and accepted under this policy will be available from the date the place is offered until 31st August following the child's fourth birthday.
- Where there are more applications received than there are places available, places will be allocated in accordance with the following over-subscription criteria.

Over Subscription Criteria for schools with catchment areas¹

Children who have an Education and Healthcare Plan (formerly a statement of special needs) that names the Pre-school will be admitted before the over- subscription criteria is applied:

- Children in Care, also known as Looked After Children, and children who were looked after but ceased to be so by reason of adoption, a resident order or a guardianship order.
- Children with a high level of need who have been referred by a Social Worker, Health Professional, Pre-school Specialist Support Teacher, Special Needs Officer, the Traveler Referral Team or are in receipt of 2-year-old funding linked to benefits;
- Children living in the catchment area for the Pre-school who have had their third birthday.
- Children living in the catchment area for the Pre-school who have had their second birthday.
- There is a limit to the number of places available for each session for 2-year-old children, and once this limit is reached, the next criterion below may be offered places.
- Children not living in the catchment area for the Pre-school who have had their third birthday before 1st September in the year of admission.
- Children not living in the catchment area for the Pre-school who have had their second birthday.

¹ Appendix 1

Over Subscription Criteria for schools without catchment areas

Children who have an Education and Healthcare Plan (formerly a statement of special needs) that names the Pre-school will be admitted before the over- subscription criteria is applied:

- Children in Care, also known as Looked After Children, and children who were looked after but ceased to be so by reason of adoption, a resident order or a guardianship order.
- Children with a high level of need who have been referred by a Social Worker, Health Professional, Pre-school Specialist Support Teacher, Special Needs Officer, the Traveler Referral Team or are in receipt of 2-year-old funding linked to benefits;
- Children living closest to the school who, have had their third birthday.
- Children living closest to the school who have had their second birthday.
- There is a limit to the number of places available for each session for 2-year-old children, and once this limit is reached, the next criterion below may be offered places.
- Children who have had their third birthday before 1st September in the year of admission.
- Children who have had their second birthday.

Tie Break

Where a tie-break is necessary within a category, priority will be given firstly to children who have a sibling attending the Pre- school, or any other DLPT preschool or Academy at the time of admission and then by date of birth of the child applying, with the older child having priority.

Where more applications are received than places available, the over- subscription criteria will be applied and those children who are not offered places will have their details placed on a waiting list. This list will be held until such time as the child is expected to transfer to Reception.

Waiting List

Children's names are placed on the waiting list in strict order of the criteria, not according to the date of application. If a place becomes available, the Pre- school will contact the parent/carer of the child whose name is first on the waiting list. A request from another parent for a child's name to be placed on the waiting list can result in other children being moved further down the list if this child has a higher priority for a place according to the admission criteria.

Offer of Places

A response to the offer of a place at Pre-school is required within **7 days** from receipt of the email or letter offering a place at Pre-school, after which if no email or telephone contact can be made, the child's name may be withdrawn from the waiting list, and the place may be offered to another child.

Once the hours have been agreed, parents are asked to sign a contract confirming these hours.

Following the receipt of the contract for the hours attended by the child, the contract can only be altered via a written request with up to four weeks' notice. Once the contract has been signed, if you do not take up your child's place, an invoice for the 4 weeks' notice will be sent to the parent or carer as a place has been reserved for the child.

Admissions to Pre-school after each settings admission round will be considered on a case-by-case basis.

Additional hours to those funded are available and charged as detailed on the individual Pre-school websites. Any of the Pre-schools in The DLPT reserves the right to withdraw additional hours in the event of non-payment of fees.

Inclusion and Special Educational Needs

We welcome children with Special Educational Needs and Disabilities (SEND) and strive to make reasonable adjustments to meet their needs. We work closely with parents, the preschool SENCo, and external professionals to develop appropriate support.

Withdrawal of Places

Places may only be withdrawn in exceptional circumstances, including:

- Prolonged, unexplained non-attendance
- Failure to provide necessary information (e.g., proof of identity)
- Behaviour from parents/carers that jeopardises staff or children's safety

Parents will always be contacted before a place is withdrawn.

Appeals and Complaints

If a parent/carer disagrees with an admissions decision, they may appeal in writing to the preschool manager or governing body.

Complaints should follow the setting's formal Complaints Policy.

Appendix 1: Pre-school Catchment Areas as per Primary Academy catchment areas.

Burrowmoor Pre-school

This school does not have a geographical catchment area.

Great Staughton

Catchment Area: Great Staughton, Perry and Dillington

Kimbolton

Covington, Tilbrook, Kimbolton and Stonely

Middlefield

The following roads, and all cul de-sacs and closes leading from them; Andrew Road, Bishop Road, Bodiam Way, Caernavon Road and Ridgeway

Round House Primary

That part of St Neots bounded to the south by Cambridge Road, the north by Priory Hill, the east by the eastern boundary of Love's Farm development and the west by the railway line.

Thomas Eaton

Wimblington village and the surrounding area including Stonea, Hook, Latches Fen, Common Drove, Block Fen Drove, March Road, Blue Lane and Doddington Road

Winhills

The area bounded by the railway to the east, Potton Road (both sides) east side of Cromwell Road to its junction of Hen Brook, Hen Brook to Duck Lane, Duck Lane to Mallard Lane and a line to Cromwell Road and to include the whole of the Eynesbury Manor housing development.

Wintringham

The Wintringham Park Development and bounded to the west by Nuffield Road, that part of St Neots bounded to the south by Cambridge Road, the north by Priory Hill, the east by the eastern boundary of Love's Farm development and the west of the railway line.