



Play, Learn and Grow Together – Our Passion is Their Future

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Admissions Policy

Policy Statement

It is St Helen’s Pre-School’s intention to make our Pre-School accessible to children and families from all sections of the local community. We are committed to ensuring that our admissions process is open, fair, and clearly communicated, and that all families have equal access to the setting. We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community, including our website and Facebook page.

Our admissions practice is underpinned by our ethos, “Play, Learn and Grow Together – Our Passion is Their Future.” We recognise that children learn best when they feel emotionally secure, valued, and understood, and when strong, trusting relationships are established between the child, their family, and the Pre-School from the very beginning.

St Helen’s Pre-School provides care and education for children from 6 months old through to statutory school age. We are open for 47 weeks of the year, offering flexible childcare and early education to meet the needs of families.

	Monday	Tuesday	Wednesday	Thursday	Friday
Funding hours cannot be used	Breakfast 8.00 to 9.00	Breakfast 8.00 to 9.00	Breakfast 8.00 to 9.00	Breakfast 8.00 to 9.00	Breakfast 8.00 to 9.00
Funding hours can be used	Morning 9.00 to 12.00	Morning 9.00 to 12.00	Morning 9.00 to 12.00	Morning 9.00 to 12.00	Morning 9.00 to 12.00
Funding hours can be used	Afternoon 12.00 to 4.30	Afternoon 12.00 to 4.30	Afternoon 12.00 to 4.30	Afternoon 12.00 to 4.30	Afternoon 12.00 to 4.30
Funding hours cannot be used	Extended 4.30 to 6.00	Extended 4.30 to 6.00	Extended 4.30 to 6.00	Extended 4.30 to 6.00	Extended 4.30 to 6.00

Sessions and Funded Early Education

St Helen’s Pre-School offers funded Early Education Entitlements in line with government and Norfolk County Council guidance. Funded hours may be claimed between 9:00am and 4:30pm. These hours provide access to high-quality early education but do not include meals, breakfast club, extended hours, or consumables. Further details regarding charges for additional hours and services are outlined in the Charging Policy.

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All children accessing funded early education are offered the same quality of provision, care and learning experiences, regardless of whether families choose to purchase additional hours.

- **Early Education Parameters**
 - ❖ No session longer than 10 hours.
 - ❖ No minimum session length (subject to Ofsted Early Years Register requirements).
 - ❖ No sessions before 6:00 a.m. or after 8:00 p.m.
 - ❖ Maximum of two sites in a single day.
- **Registration Process**
 - ❖ Parents/carers must provide documentation to evidence the child's date of birth for free entitlements verification.
 - ❖ A copy of this documentation will not be retained but may be requested again later.

Admissions, Waiting List, and Availability

Where demand for places exceeds availability, a waiting list (Appendix A) is maintained and places are offered fairly and transparently. When allocating places, the Pre-School carefully considers the needs of individual children, session availability, staffing ratios, and the sustainability of places across the year.

Priority may be given to children who are eligible for funded early education, children with identified special educational needs or disabilities, and children already attending the setting, including siblings. The length of time a child has been on the waiting list is also considered; however, birth order alone does not guarantee a place.

Attendance, Wellbeing, and Routine

At St Helen's Pre-School, children's wellbeing is at the heart of our admissions decisions. We understand that regular attendance plays an important role in helping children to build secure attachments with their Key Person, develop a sense of belonging, and become familiar with routines and expectations.

For this reason, families are encouraged, wherever possible, to access a minimum of two sessions per week, ideally spread across different days. This approach supports emotional security, continuity of care and learning, and enables staff to build a deeper understanding of each child's individual needs.

Attendance patterns are agreed in partnership with parents and carers (Appendix B) and may be reviewed as children grow and develop.

Written confirmation of eligibility for funding entitlement will be required before attendance is confirmed.

Visits, Welcome Meetings, and Partnership with Parents/Carers

We recognise that parents and carers are the child's first and most important educators, and we place great value on working in partnership with families.

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Parents and carers are encouraged to visit the Pre-School prior to admission to meet the team, explore the environment and discuss their child's needs. Where appropriate, a welcome meeting or home visit may be offered to begin building a trusting relationship and to support a smooth transition into the setting.

These early conversations allow families to share valuable information about their child's routines, interests, strengths, and experiences, helping us to provide responsive and individualised care from the outset.

Settling-In and Attachment-Led Practice

We understand that starting Pre-School is a significant transition for both children and families. Our settling-in process is therefore carefully planned and tailored to meet each child's emotional and developmental needs (Appendix C).

Settling-in sessions are flexible and take place at a pace that supports the child to feel safe and secure. This process enables children to gradually build attachments with their Key Person while continuing to strengthen relationships with parents and carers. We encourage parents to remain actively involved during this time, recognising the importance of consistency between home and Pre-School.

Inclusion and Equality

St Helen's Pre-School is committed to being inclusive and welcoming to all children and families. We value and respect differences and work closely with parents and external professionals to ensure that children with additional needs are supported effectively.

Where appropriate, the Pre-School will identify and apply for additional funding or support in partnership with families, ensuring parental consent is obtained before any applications are made.

Our Pre-School has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

Registration and Confirmation of Places

Before a place can be confirmed, parents and carers must complete all required enrolment documentation, provide proof of the child's date of birth, confirm eligibility for funded early education where applicable, and agree to the terms set out in the Charging Policy.

- **Enrolment Forms (Appendix D)**
 - ❖ All enrolment forms, including emergency contact details, must be completed before the child starts regular sessions.
 - ❖ Verification of the child's date of birth is required for government funding claims.

Policy Review

This policy is reviewed annually to ensure it remains relevant, effective, and compliant with current legislation and guidance.

This policy has been adopted by St Helen's Pre-School

Signed on behalf of the setting by:

..... Chairperson

..... Manager

Date: January 2026

This policy runs in conjunction with the following policies:

- Complaints
- Key Person & Settling In
- Special Educational Needs and Disabilities (SEND)
- Charging Policy
- GDPR
- Attendance Policy

Relevant Guidance and Legislation

- Special Educational Needs and Disabilities Code of Practice 0 to 25 years (January 2015)
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- Early education and childcare - Statutory guidance for local authorities
[Early education and childcare \(applies from 1 April 2024\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/early-education-and-childcare)
- Statutory Framework for the Early Years Foundation Stage (applies from 1 September 2021)
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Appendices – Please note appendices are held at the Pre-School, please ask to view

- a) Waiting List Form
- b) Confirmation Contract
- c) Home Visit/Initial Parent Meeting Questions
- d) Enrolment Form

St Helen's Pre-School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students, and volunteers to share this commitment.