



## Admissions Policy

### Statement of Intent

The purpose of this policy is to set out a clear, transparent and fair admissions policy for parents wishing to access all strands of our education and childcare provision.

It is our intention that our Admissions Policy and the procedures will:

1. Ensure consistency and fairness in the admission of all children
2. Allow parents to effectively plan their child's education and care, enabling them to meet their own needs and support their economic well-being.
3. Support all children and families in the local community, but especially vulnerable children.

### Hours of Operation

Stockton House Pre-school is open during term-time and offers the following session times:

#### **Monday - Friday**

9am\* - 12pm (no lunch)

9am\* - 1pm finish (with lunch) (Nursery only)

9am\* - 2pm finish (with lunch)

9am\* - 3pm finish (with lunch)

9am\* - 3:30pm finish (with lunch)

\*We also offer an early 8:30am start for any of the above sessions for parents who need to drop their children off earlier than 9am.

### Intake and Room Allocation

The UK academic year runs from 1 September to 31 August and the three academic terms are:

- **Autumn Term:** 1 Sep – 31 Dec
- **Spring Term:** 1 Jan – 31 Mar
- **Summer Term:** 1 Apr – 31 Aug

At Stockton House Pre-school, our main intakes are in September and January each year; however, mid-term admissions are accepted solely at the discretion of the Early Years' Manager.

Children can start at Stockton House Pre-school once they are 2 years old. Children are allocated their class depending on their age at admission:

- **Nursery (Caterpillar & Butterfly Classes)** – children who are 2 years until the August prior to turning 4
- **Kindergarten (Poppy and Daffodil Classes):** all children who will be turning 4-years' old during the academic year (1 Sep – 31 Aug). Except in the case of deceleration or deferred entry to school all Kindergarten children will leave for mainstream school in July. Any child who is in Kindergarten and who has a decelerated or deferred entry to mainstream school will move class within Kindergarten for their second year unless their specific need dictates that socially and emotionally it is in their best interest **not** to move class (i.e. in the case of SEND).

## Minimum Hourly Requirements and Start Dates

The minimum hourly requirements are as follows:

- Nursery requires
  - **minimum attendance of 6 hours per week for fully fee paying children**
  - **minimum attendance of 15 hours per week for funded children**
- Kindergarten requires
  - **minimum attendance of 15 hours per week for funded children**

Stockton House Pre-school will not hold places aside for a child in anticipation except by prior arrangement with the Early Years' Manager as it is not financially viable for the business as a whole to set aside spaces without due payment (please see Holding Deposits for 'Skipped' Terms).

### **Children can only start in the Summer Term (1 April onwards) if:**

- They have just turned 2 years of age
- They are an emergency placement
- They have just moved to the area

## Registration

Stockton House Pre-school is registered with Hampshire County Council to be a recipient of

- 2-year-old EYE funding (disadvantaged funding)
- 15-hour EYE funding for 3- to 4-year-olds (universal)
- Working parent funding for 9mths onwards (expanded & extended funding)

To register your child for a place at Stockton House Pre-school, a registration form must be completed together with payment of a non-refundable registration fee. Once both have been received, your child's place is guaranteed, and any applicable Holding Deposits will be calculated and invoiced. The waiting list is maintained on a date-of-application basis.

## Holding Deposits for 'Skipped Terms'

Once we have received payment of the Registration Fee your child's place is confirmed and allocated as per the details provided on the Registration Form.

Depending on your child's start date, you will then receive an invoice for your holding deposit required for each 'skipped' term payable in advance prior to starting, where applicable as per the Fees, Funding and Payment Policy.

**Note: The above does not apply to 2-year-old funded children** (this is the disadvantaged 2YO funding scheme)

**Note: Funded children cannot start in the Summer Term except in the circumstances previously mentioned.**

**This policy must be read in conjunction with the Fees, Funding and Payment Policy.**

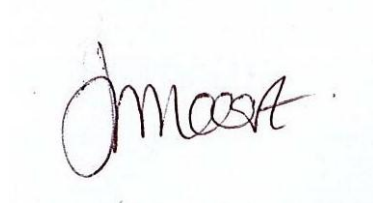
## Settling In Sessions

All children will be offered settling in sessions which they are expected to attend prior to starting at the pre-school. If the child does not attend their booked sessions, their start to the pre-school could be delayed until such point that the settling in sessions have been attended. If the re-arranged

sessions happen after the child was originally start date, any charges owing will still be payable by the parents.

### Review

This Policy has been reviewed and updated on 31<sup>st</sup> July 2025 by

A handwritten signature in black ink, appearing to read 'Jenny Moore', is centered on a light blue rectangular background.

Jenny Moore, BA EYPS  
**Early Years' Manager**  
**Stockton House Pre-school**