

Carr Manor Community School

Pre-School Admissions Policy

This policy applies to staff, pupils, parents and governors

Adopted by the governing body: February 2026

Review date: February 2027

The purpose of this policy is to inform parents/carers about the allocation of pre-school places and to provide information about how we allocate places.

The allocation of a pre-school place does not guarantee a Reception place. There is a separate admissions policy for school places. Please note that pre-school places will not be extended beyond September eligibility for a school placement in the child's year for a statutory school place.

Children can start our two-year-old pre-school the term after their second birthday. Some children are entitled to 15 hours of childcare, dependent on eligibility. Parents/carers can contact the LCC Family Information Service directly to establish eligibility. Eligibility must be confirmed on a termly basis. Sessions can be paid for where parents/carers are not eligible.

Eligibility criteria for 15 hour funded places

- The age of the child: three years old upon entry to pre-school. (Some two-year-olds may be eligible.)
- Parents/carers must provide an original birth certificate for key staff to check against data collection information and then return. This information is required before a child begins attending pre-school.
- Parents/carers cannot access 15 hours of funded pre-school provision from more than one provider at the same time.

Eligibility criteria for 30-hour places - parents/carers must meet the government criteria for eligibility:

- Child must be three, or four years old (from 9 months from September 2025).
- Both parents/carers must be working, or the sole parent is working in a lone parent family.
- Each parent earns on average a weekly minimum equivalent to 16 hours at National Minimum Wage, or National Living Wage.
- Each parent must have an annual income of less than £100,000. Parents/carers must apply to HMRC in order to be eligible for 30 hours of funded provision.

Parents/carers must then meet Carr Manor Community School pre-school admission criteria:

- Priority 1: The child has a parent/carer working for Carr Manor Community School.
- Priority 2: A sibling is in main school when the child is eligible to start pre-school.
- Priority 3: The child has an address within the local area postcode offering pre-school places, namely LS7 and LS17.

The attendance patterns outlined below are offered to all parents/carers with the exception of 30-hour funded places. These are offered in order of the priorities identified above. The pre-school sessions run from 8.45am-11.45am and 12.15pm -3.15pm. The pre-school is open in term time only. Breakfast Club places are available from 7.45am-8.45am and lunchtime places from 11.45am-12.15pm for an additional fee. Wrap around after school care can be arranged through Child Seasons Ltd.

The number of parents/carers accepting a 30-hour place and pre-school capacity will inform when offers for 30-hour places are made to anyone eligible according to priorities and availability.

Pre-school places are offered on a rolling programme until pre-school is full, from the term of the child's eligibility. Parents/carers can place their child's name on our waiting list after their child's first birthday. If we are unable to offer a child a pre-school place, their name can

remain on our waiting list. We can also provide details of other school nurseries or childminders in the immediate area. Carr Manor Community School Pre-School cannot quality assure another provider; Parents/carers must find out about the quality of provision in other settings.