



Penguin Pre-School

Admissions Policy

September 2025

Purpose

The purpose of this policy is to make the admissions process into Penguin Pre-School clear and open. The pre-school is a non-statutory phase of education and there is no statutory framework for appeals against an admissions decision.

It is the responsibility of the pre-school for agreeing and implementing the admissions policy. We ensure that the existence of our pre-school is widely available to the local community and that information on our setting is easily accessible.

Age of Admission

Children will be admitted from the age of 2 years old.

Application Process

Parents requiring a space at the pre-school for their child, should complete the pre-school application form and provide the setting with a copy of their child's passport or birth certificate. Application forms are available for any parent on request. Parents will be informed of the outcome of their application in the term prior to being admitted.

Admission to penguin pre-school **does not** constitute admission to Whitwick St John the Baptist CE Primary School, nor does attendance at the pre-school give priority admission to the school.

Children must attend a minimum of 4 sessions, either 4 mornings, 4 afternoons or 2 full days.

Admissions will be considered in the following order:

- By the age of the child
- Children who are Looked After or previously Looked After
- Length of time on the waiting list
- Whether a sibling is already in attendance at the setting
- Vicinity of the home to the setting

Children who are currently on roll within the pre-school setting, will be given priority to extend their hours if ad hoc sessions become available.

The pre-school will maintain a waiting list which will be kept up to date as new applications are received.

Attendance

Regular attendance is required to maintain a place in the pre-school. In order for the pre-school to claim funding from the Local Authority, it is necessary for children to maintain attendance to receive the funding, therefore should there be a 3 week period of absence, which has not been pre-agreed, we reserve the right to release the place to another child.

Pupil Numbers

The maximum number of children able to attend the pre-school per session is 32.

Therefore the number of children able to access the provision may be a lot higher than 32, but the pre-school cannot exceed 32 children at any one time. The pre-school reserves the right to not offer up to 32 places at any one time as we may have legitimate reasons in the best interest of the pupils' education and welfare.

Sessions

The morning session is 8.30am – 12.15pm

The afternoon session is 11.30am – 3.15pm

A full day is 8.30am – 3.15pm

Breakfast club is available from 7.30am – 8.30am

After school club is available from 3.15pm – 4.30pm

A full day's pre-school hours will be viewed as 6.75 hours and government funding can be used for these core sessions only. Breakfast and After School club is chargeable.

Payment

We offer government funded places for children attending the setting. In order to qualify for the funded hours, parents will need to ensure they have checked the government website and followed the guidance available.

The pre-school accepts childcare vouchers and tax free childcare payments towards the cost of their child's place. Parents must advise the setting if you wish to pay this way. The cost of childcare beyond the 15 or 30 hours will be available from the setting. Invoices will be sent out monthly and balances must be cleared by the date on the invoice. Failure to make payment could result in your child losing their space at the setting.

Reviewed 17/8/2026 Sarah Fielding