



# Admissions Policy

## 2026-2027

This policy was agreed by the Governing Body of Newcroft Primary Academy on 23<sup>rd</sup> March 2026 and is reviewed annually, or as required.

Signed:

Chair of Governors

***Non-Statutory Policy***

## Statement of Intent

It is our intention to make Newcroft Pre-School accessible to children and families from all sections of the local community. We are committed to being as inclusive as possible regarding our admissions. This policy outlines our approach to Pre School admissions and our admissions criteria. It is separate from the Admissions Policies of Newcroft Primary Academy. This policy applies to admissions to Newcroft Pre School in the 2026-27 school year.

## Accessibility

We aim to ensure that Newcroft Pre School is accessible to all sections of the community, through open, fair, and clearly communicated procedures. We make Newcroft Pre School genuinely accessible to families and children regardless of race, gender, disability, sexual orientation or religion.

## Admissions

- Our Pre School admits children aged 3 and 4. Children can start at the Pre School, the day after their third birthday. Admissions for the forthcoming Autumn term will be allocated in the final week of the Spring term teach year (approximately the end of March/beginning of April). Parents and carers will be notified by letter sent via email in the first week after the Easter break of their child's place and allocated hours.
- We also accept mid-year applications at any time, provided places are available.
- Newcroft Pre-School provides funded and unfunded places. Please see the table below for when your child is eligible to receive 3 and 4 year old funding.:

### 3 and 4 year old funding dates:

Child's birthday	Dates the child is eligible to access 3 and 4 year old funding Universal Entitlement and working parent entitlement)	Start Date at Newcroft Pre School
1st January to 31st March	The start of the term beginning on or following 1st April after the child's third birthday 'Summer Term'.	First day of the summer term (after the Easter holidays)
1st April to 31st August	The start of term beginning on or following 1st September after the child's third birthday, 'Autumn Term'.	First day of the Autumn term (after the Summer holidays, following the August bank holiday)
1st September to 31st December	The start of term beginning on or following 1st January after the child's third birthday, 'Spring Term'.	First day of the Spring term (after the Christmas holidays)

- We accept 15 hours of funding a week from the term after a child turns 3. This is called the 'universal entitlement' which every child is eligible for.
- We accept paid places from the day after a child's third birthday.
- Working parents may be eligible for an additional 15 hours a week, an extended entitlement and often called '30 hours funding.'
- We accept hours split between provisions, meaning your child can attend more than one setting.

Some children will also receive 2 year old funding, prior to receiving the universal entitlement for 3 and 4 year olds. This can be used at Newcroft Pre School the day after their third birthday. Please speak to a member of the Pre School team for more information.

Visit the [Childcare Choices website](#) or see our Pre School Charging Policy for further information.

### **Admissions Legal Requirements**

The numbers of children admitted to Newcroft Pre School adhere with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we comply with legal staff to child ratios and consider the facilities available at the Pre School. We are registered with Ofsted (through Newcroft Primary Academy) and can provide up to 26 places in the setting at any one time.

### **How to apply/ Admissions Criteria**

Parents should make an application using our [online form](#) or by completing paper forms available at Newcroft Primary Academy School office. Places will be offered based on the following:

- Admissions start from the beginning of the Autumn term in line with Newcroft Primary Academy.
- Midterm applications will be considered throughout the year to enable children to start as close to their third birthday as possible.
- Admissions for the forthcoming Autumn term will be allocated on the final week of the Spring term teach year (approximately the end of March/beginning of April). Parents and carers will be notified by email in the first week after the Easter break of their child's place and allocated hours.
- Newcroft Pre School operates a first come first served policy in the first instance.
- Priority of sessions is given to any child who is Looked After (LAC) by the Local Authority on first admission or when increasing hours.
- Greater preference will be given to families who require more sessions over those who require less.
- All children should attend a minimum of 12 hours per week to ensure they get the most out of their time at the setting, and to be settled and happy in the environment. All children are expected to attend the following sessions: morning session: 8:45-11:45am and/ or afternoon session 11:45am – 3:10pm.
- It is desirable that parents and carers visit the setting with their child before a place is offered.
- Should we not be able to provide a place or the desired hours, a waiting list will be maintained. See below for how our waiting list is managed.

### **Confirmation of Places**

All places will be confirmed during the term prior to the child's start date where applicable. Admissions for the forthcoming Autumn term will be allocated on the final week of the Spring term teach year (approximately the end of March/beginning of April). Parents and carers will be notified by email in the first week after the Easter break of their child's place and allocated hours.

### **Notice to increase hours**

Parents and carers may request an increase in hours at any time. Priority of sessions when they become available, are given to children who are Looked After by the Local Authority in the first instance and then to those children who already attend Newcroft Pre-School and who are remaining with us for the following academic year.

### **Notice to decrease hours**

To reduce hours, parent and carers are required to give 28 days notice in writing to the Pre School Manager.

### **Notice to terminate hours**

While pre school hours are not statutory, regular attendance is important for your child's development and for maintaining their place. We expect a minimum attendance of 80% once a place has been accepted. If attendance falls below this threshold without valid reason, we reserve

the right to review and potentially terminate the place to ensure fairness and availability for other children.

In rare circumstances, Newcroft Pre School may work in collaboration with families to reduce a pupil's timetable where required.

### **Wrap Around Care**

Newcroft Primary Academy offers a breakfast and after school club service which is available to book for Pre School parents and carers to extend hours. This extended service is charged if not taken as part of the FEEE entitlement hours. Current charges available on the school's website or from the school's office. Breakfast Club and Afterschool Club must be booked separately through the school's office.

### **Waiting List**

We recommend placing your child's name on our waiting list. This is available open to parents when a child reaches 18 months old.

We also hold a waiting list for children whose hours cannot be accommodated during the desired term. This waiting list is not sequential; priority will be given based on the admission criteria outlined in this policy. You will be contacted when a place becomes available or the term before your child is eligible to start.

### **Uniform Policy**

All children admitted to the Pre School are expected to wear the Newcroft Pre School Uniform. Our Pre-School uniform allows children to become familiar with wearing a uniform to ready them for school.

To develop a sense of belonging and in preparation for school, children are expected to wear the following uniform:

- School branded (or unbranded) red sweatshirt or cardigan
- Black or grey tracksuit bottoms or leggings (non-branded), or grey school skirt, or grey school trousers
- White polo shirt (non-branded)
- Shoes – must be flat and durable, suitable for play and climbing. Strictly no Crocs or flip flops.

Uniform can be purchased from any supermarket or low-cost clothing store in our red, white and black/ grey colours.

For parents wishing to purchase uniform with the Pre School logo embroidered on, please visit our suppliers: [My Clothing](#) or [Rosebuddies](#)

### **Admissions to Newcroft Primary Academy**

There is no automatic admission into Newcroft Primary Academy from Newcroft Pre-School. Leicestershire Local Authority are the admitting authority for Newcroft Primary Academy. For more information, see the relevant Admissions Policy for your child's year of entry to school. This can be found on the school's website or by visiting the school's office to request a paper copy.