



Preschool Admission  
Policy  
Gainsborough Primary  
School

PRIMARY  
ADVANTAGE

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Primary Advantage

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## 1. Admissions Policy

This Admissions Policy only applies to admission into day-care provision at the Preschool Centre.

Eligibility Criteria:

The child should be aged between twelve weeks and five years to attend Gainsborough Primary School's Preschool Centre. A child can be placed on the waiting list from birth

## 2. Allocations

When allocating places at Gainsborough Primary School Preschool Centre we seek to:

- Promote inclusion by giving children with special needs and or disabilities an opportunity to benefit from integrated childcare and education
- Consider the individual needs of individual children and families
- Make integrated childcare and education accessible to children from Hackney's diverse communities
- Maintain gender balance

## 3. Admission Priorities

If the demand for places is greater than the number of available places, places will be allocated in the following order of priority:

- Child assessed as being in need for a funded place
- Child assessed by professional as having social, educational or medical needs (unfunded place)
- Child has a sibling attending the centre or the school

## **4. Admissions Process**

To apply for a place at Gainsborough Primary School Preschool Centre, you will need to:

- Complete a Preschool Application form which is available from the Preschool Children's Centre reception. You can also collect information regarding fees and other operational information from the main school reception.
- Return your Preschool Application form to the centre where your information will be loaded onto our computer data base. Your application is then placed on our waiting list and you will be contacted when a place becomes available. At this point we will arrange for a pre-admission home visit during which pre-admission forms will be completed and the settling in process agreed

## **5. Waiting List**

Our waiting lists are reviewed at half termly intervals, the Preschool will:

- Contact the parent/carers on the waiting list by phone to find out if they still require a place. Any changes in circumstances are noted
- If parents/carers do not respond to the phone call, a second attempt to contact them will be made before removing their details from the waiting list
- A letter is sent confirming that their child's name has been removed from the waiting list
- Information on the database is updated

## 6. Place Offer

When a place has been offered the following procedure will take place:

- An offer letter will be sent to the child's Parents/Carers giving details of the place offered. Parents/Carers will be given two weeks to respond to the letter confirming their acceptance.
- If a Parent/Carer accepts a place they must pay a deposit equal to one weeks fees for their child at the point of acceptance to secure their place. This deposit will be refunded when the child leaves the Preschool as long as the child completes a minimum of one month at the centre. In the event of the child not starting or attending Preschool for less than one month the deposit will be kept by the centre. Deposits will not be required for children attending funded sessions through social services or the childcare affordability programme.
- A home visit will be completed. Please note that having a place at the Preschool Centre does not guarantee a place in the School Nursery or the Reception classes. There are separate admissions processes for the School Nursery and for places in Reception and Years 1-6. Please ask at the School office for advice.

<b>Policy written:</b>	April 2020
<b>Amended/Updated:</b>	July 2025
<b>Adopted by Governing Body:</b>	April 2020
<b>Review date</b>	July 2027

**The Federated Governing Body has reviewed this policy with careful consideration of our approach to equalities as outlined in the Equalities Policy, January 2020.**

We would like to acknowledge the work of other colleagues in drafting this policy. We have drawn on a range of sources including policies from other schools, good practice guides, published schemes and LA and Statutory guidelines where appropriate.

