



**KING'S OAK PRIMARY SCHOOL**

**PRE-SCHOOL ADMISSIONS POLICY**

**September 2025**

**Policy prepared/reviewed by: Thurka Balendran / Ian Hutchings**

**Policy reviewed and approved by: Governing Body**

**Date of approval: September 2025**

**Date of next review: September 2026**

**This school is committed to safeguarding and promoting the welfare of children and young people  
and expects all staff and volunteers to share this commitment**

**Purpose:**

The policy and regulations for admissions are determined by the school, in consultation with the Local Authority in consultation with all of its schools.

The standard number of places at King's Oak Primary School's Pre-School is reviewed annually.

If places are available, we are able to admit children who meet the criteria below in the term after their second birthday. In some cases, when places are available, we may admit rising twos i.e. children who will turn two during the term in which they start.

**Criteria****Free Places:**

Some two year olds are entitled to 15 hours of free early education and childcare. To be eligible you must be receiving one of the following:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Your two year old child will also be eligible if they meet any of the following criteria:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get [Disability Living Allowance](#)
- have left care under an adoption order, special guardianship order or a child arrangements order

Applications for free places should be made via the Local Authority – this can be done online. The Local Authority will send you an information pack once your application has been approved.

### **30 Hours Offer**

We offer 30 hours of Early Years Education to eligible families. A charge will be levied for hours attended in excess of 30 hours, so parents can agree with the school either that the child attends 4.5 days (Friday half day) or they pay top up.

Arrangements apply for the term agreed and can then be renegotiated if appropriate. The charge will not exceed the actual cost of providing the provision nor include an element of subsidy for any other pupil or from the school's budget share. In setting the level of charge/s and allocating places, Governors will have regard to the guidance provided by the Local Authority.

Places will be allocated to children already receiving early education funding at the Pre School in the first instance. If more children require additional hours than are available, places will be allocated on a first come, first-served basis.

If places remain unfilled and 30 hour places are offered to children not already receiving early education funding at the Pre School, places will be allocated using the Pre School admission criteria.

### **Fee-Paying Places:**

We may be able to offer fee-paying places, for 15 hours per week, if places are available once free places for the following term have been allocated. Applications for fee-paying places should be made direct to King's Oak Primary School.

A charge will be made to cover the cost of providing Early Years Education. The parents' agreement is a necessary pre-requisite and the charge will not exceed the actual cost of providing the provision nor include an element of subsidy for any other pupil or from the school's budget share. In setting the level of charge/s and allocating places, Governors will have regard to the guidance provided by the Local Authority.

While we can offer fee-paying places, the school will, at all times, reserve some places for children who are eligible for free early education and childcare. In addition, families seeking their statutory entitlement of 15 hours of free early education and childcare will take priority over new applications for fee paying places.

If applications for fee-paying places exceed the number of available places, King's Oak Primary School Pre-School will apply the following Local Authority criteria, in the following order, when making allocations:

1. places will be offered firstly to Looked After Children and previously looked after children. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
2. places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and

- attending the same school (or the paired infant or junior school) at the time of admission;
3. places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
  4. the remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions computerised Geographical Information System.

When filling remaining places mid-term, we use the previous term's waiting list first.

Please note the following:

- Places can only be offered to children resident in other local authorities once children resident in Kingston have been offered a place.
- King's Oak Primary School Pre-School can admit children each term if places are available.
- Parents will be asked for the child's birth certificate and proof of address.
- Unsuccessful applicants will be considered with the next group of applicants.

**It should be noted that a place at King's Oak Primary School Pre-School does not automatically guarantee a place at King's Oak Primary School Nursery.**

#### **Absences:**

Where a pupil has been on a long term absence and fails to return on the agreed return date and no mitigating circumstances, such as illness certified by a Doctor, have been offered, schools have the power to remove the child from the school roll. If the child does not return on the agreed date, the school will contact the family by phone and if there is no reply a letter will be sent.

Pupils returning to a Kingston school who have been taken off roll will be re-admitted to the school only if the school has a place available.

#### **Appeals:**

Any appeals or queries regarding this process should be put in writing to the Chair of Governors at King's Oak Primary School, via the School Office.

#### **Responsibilities:**

The Governing Body is responsible for ensuring that the school complies with legislation and that this policy and its related procedures and strategies are implemented. The designated committee of the Governing Body, in this instance the Premises and Resources Committee, have responsibility for monitoring and reviewing the on-going impact of this policy.

The Headteacher is responsible for implementing the policy, for ensuring that all staff are aware of their responsibilities and are given appropriate training and support.

**Arrangements for monitoring and evaluation:**

This policy will be monitored throughout the year and evaluated following the completion of each admissions process. The number of students on roll and number and reason for unsuccessful applications or appeals will be reported to the Governing Body each term with advice on any implications.

**Review:**

This policy is a statutory policy and is reviewed every year.