



ADMISSIONS POLICY

Review date: Autumn 2026

AUGHTON EARLY YEARS CENTRE ADMISSIONS POLICY

The following points are in order of priority and places are dependent on availability.

FS1 Base

- All children within the local area/learning community will be offered their 15 hours entitlement
- Those children within the local area/learning community who have attended the Young Children's Base or Pre-school will be offered as far as possible what they were receiving
- Children who access the Young Children's Base or Pre-school within the Centre but live outside the local area/learning community will be offered 15 hours and as far as possible any additional services they were already receiving
- Children who qualify for the 30 hours funding will be offered their entitlement if there are any sessions available
- All children outside the local area/learning community **without** access to a maintained Foundation Stage 1 Unit will be offered 15 hours early education
- Children outside the local area/learning community **who have** access to a maintained Foundation Stage 1 Unit will be offered 15 hours early education
- Our full day sessions/additional services including the 30 hour entitlement, will be allocated to children at the discretion of the Senior Leadership Team
- Any remaining places may be offered to children who are a term younger (in age order), if this is appropriate to their stage of development
- In special circumstances referrals can be made for families and 'children in need' to the Senior Leadership Team for consideration and decisions will be made at a SLT meeting
- If we are unable to offer all the sessions requested, you will be placed on a waiting list
- All funding eligibility needs to be confirmed before the end of August.

NB - Children who attend the Young Children's Base and Pre-school will not automatically be guaranteed an FS1 Base place, this will be dependent on spaces available. Places are allocated in line with this Admissions policy.

We ask that parents/carers take the statutory 15hrs as a minimum for their child to attend.

Provision for 0-2 years old

- Parents/carers of children who are already attending will be offered additional sessions
- From the waiting list, priority will be given to siblings of children who already attend the Centre
- From the waiting list, other children will be offered places. Priority will be given to children in the local area/learning community
- There are a number of funded places that are not allocated from the waiting list but via referrals to the Senior Leadership Team
- Places in the YCB are full year, not term time
- Children eligible for Early Education Funding who do not already take up their full entitlement will be offered extra sessions if/when available
- A minimum of 2 sessions must be taken
- If we are unable to offer all the sessions requested, you will be placed on a waiting list
- All funding eligibility needs to be confirmed before the end of August.

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Provision for 2-3 year olds

- Children already attending the Centre will be offered the choice of provision between Pre-school (term time) and 2-3 Room (all year around)
- Children within the local area/learning community will be allocated a place from the waiting list
- Priority will then be given to siblings of children who already attend the Centre
- Children who are identified via referral for a Parish Council funded place will be allocated at the discretion of the Senior Leadership Team
- Children eligible for Early Education Funding who do not already take up their full entitlement will be offered extra sessions if/when available
- Children from outside the local area/learning community will be allocated a place from the waiting list
- A minimum of 2 sessions must be taken
- If we are unable to offer all the sessions requested, you will be placed on a waiting list
- All funding eligibility needs to be confirmed before the end of August.

OFSTED contact – 0300 123 1231 or www.ofsted.gov.uk

Reviewed by: *Judith Hanson*

Date: Autumn 2025

Signed: *Andrea Smith*

Date: Autumn 2025

Date Approved by Governors: 9th October 2025

Date to be reviewed: Autumn 2026