



Millfields First School

Pre-school admissions policy

Date reviewed: July 2026

Date of next review: July 2027

Chair of Governors (signature)

Handwritten signature of the Chair of Governors, Carl Kestoh.

Head Teacher (signature)

Handwritten signature of the Head Teacher, L. Mawdsley.

This is an admissions policy for Millfields Governors Led Pre-School. It has been drawn up in consultation with governors and ensures that our Nursery and Pre-School admissions are based on common principles.

Entitlement and Funding

Two-year-olds are entitled to join Seedlings as soon as they turn two. They are then entitled to 30-hour funding from the term following their second birthday, provided their parents meet the eligibility criteria.

All three-year-olds have an entitlement to a maximum of 15 hours per week of free early years education over a minimum of 38 weeks (570 hours per annum maximum). Some children whose parents meet certain criteria have an entitlement to 30 hours of free funding.

It is an expectation that children use the first fifteen hours of their funding over five mornings, and priority will be given to those children. For those who receive fifteen hours of funding, additional hours may be paid for if lunchtimes and afternoons are required. This is to ensure consistency and continuity for the children, enabling them to access their number and phonics sessions in preparation for entry to Reception Class.

We accept children who are in receipt of their funding at the start of the term following their third birthday. We are also happy to accept privately funded children at the beginning of the half-term following their third birthday (i.e. before their funding becomes available).

Attendance Requirement

If attendance drops below 55%, we reserve the right to reallocate the place to someone on our waiting list.

Over Subscription Criteria

If the demand for places exceeds those available, oversubscription criteria will be used to allocate places. The following criteria will be applied separately for two-year-olds and three-year-olds:

Two-Year-Olds:

1. 'Children Looked after' and previously '*Children Looked after*';
2. Children wishing to access their full 15 or 30-hour entitlement;
3. Date of application;
4. Siblings, if the older sibling will still be on the roll at the school when the younger sibling starts in the Pre-School class;
5. Children living nearest to the school measured by the shortest straight-line distance.

Three-Year-Olds:

1. Children who have attended Seedlings;
2. 'Children Looked after' and previously '*Children Looked after*';
3. Children wishing to access their full 15 or 30-hour entitlement;
4. Date of application;
5. Siblings, if the older sibling will still be on the roll at the school when the younger sibling starts in the Pre-School class;
6. Children living nearest to the school measured by the shortest straight-line distance.

'Looked after' means all those currently in care or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in care or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, child arrangements order or special guardianship order.

The sibling connection, as well as brother and sister, includes half-siblings, adopted children, step-siblings or a child of the parent/carer's partner. They must also be living at the same home address. Children who are brought together as a family by a same-sex civil partnership and who are living at the same address are also considered to be siblings.

Access to Statutory Education

Attendance at a Governor Led Pre-School does not give entitlement or greater priority for a Reception place in the school providing the nursery provision, for the period of statutory education. Places in Reception classes are allocated as per the Worcestershire Local Authority Admission Policy.