The following admissions procedure will be followed for each academic year, running from September through to July:

1. Applications will be listed (name, date of birth, session requirements) and held on file when they are received. An email of confirmation will be sent to the parent to confirm receipt.

1. During the Spring Term of each year, the applications for the children due to start at Pre-School from the September academic year will be assessed and prioritised as follows:
2. Age of the child by year group i.e. those children starting school in the next school intake will get priority over the place/number of sessions
3. Children with additional needs/vulnerable children

We will also take into account the following when allocating places:

* The vicinity of the child’s home to the Pre-school
* Older siblings who attend/have attended Winford Village Pre-School
* Older siblings already attending Winford CE Primary School

1. The cut-off date for the first allocation of places and sessions at the Pre-school for the September academic year is the first day of February. Applications after will be dealt with on an individual basis and places will be allocated if available.
2. An email will be sent to applicants during the Spring Term confirming whether a place is available for their child, along with which sessions have been allocated.
3. A waiting list system will operate if we have not been able to meet an applicant’s exact session requirements.
4. Once sessions have been allocated there will be a £5 administration fee for each session change that is requested and approved.

**This procedure was reviewed on November 2020**

**Signed:**

**Date:**

**Review date: November 2021**