LONG MEAD COMMUNITY PRIMARY SCHOOL POLICY

Policy name	Bright Stars Preschool Admissions Policy
Date written/reviewed	November 2026
Date agreed by Governing Body	November 2026
Date of renewal	November 2027
Senior member of staff with oversight	Headteacher

Bright Stars Preschool Admissions Policy November 2026

1. Introduction

The current School Admission code relates only to statutory education i.e. children of Reception age who will be 5 during the academic year; it does not apply to children under this age. Places offered under this policy will be available to the child from the date the place is offered until 31st August following their fourth birthday.

2. Overview of childcare provision

Childcare is offered mornings and/or afternoons, Monday to Friday, 38 weeks per year.

At Bright Stars Preschool we offer childcare for children from the term after a child's second birthday. This childcare may either be provided using a child's free entitlement or paid for by parents/carers. For details of our charging structure and free entitlement see the Bright Stars Fee Policy.

Timings for sessions are as follows (Mondays – Fridays):

- Morning session: 8.30am - 11.30am (3 hours)
- Afternoon session (Monday – Thursday): 12:15pm-3.15pm (3 hours)
- Afternoon session (Friday): 11:30pm-2.30pm (3 hours)
- 6 hour funded session: 8.30am – 2.30pm

There is also the option for children receiving 6 hours of childcare to extend their care until 3.15pm (an additional 45min session, Monday - Thursday), or for children receiving 3 hours of childcare to stay for lunch either before or after their session (11.30am – 12.15pm). This session will generally be charged for (see the Bright Stars Fee Policy).

3. Free Entitlement

A child's free entitlement can be taken at more than one setting within the guidelines set out by DfE. Parents must complete the funding declaration form each term to enable the school to claim the funding.

Entitlement to a Free Early Education place does not offer a guarantee of a place at any one provider or a particular pattern of delivery.

A child may be eligible for the free entitlement in the term after their second birthday, if they meet the criteria for Early Learning for 2 Year Olds (disadvantaged) or Working Families funding (for more information see the Bright Stars Fees Policy).

All three year olds are eligible for 15 funded hours the term after their third birthday, and an additional 15 hours if they meet the criteria for working families funding (for more information see the Bright Stars Fee Policy).

For example:

- If their second/third birthday is between 1 January to 31 March – Funding is from the start of the term beginning in April.
- If their second/third birthday is between 1 April to 31 August – Funding is from the start of the term beginning in September.
- If their second/third birthday is between 1 September to 31 December - Funding from the start of the term beginning in January.

4. Admission Arrangements

Where more applications are received than places are available, places will be prioritised in order of:

- Children Looked After (CLA) or were previously in care and are now adopted
- Children referred by outside agencies with Special Needs
- Date of Birth – older children having priority
- Siblings currently attending Bright Stars Preschool
- Siblings of children currently attending Long Mead CP School
- Distance measured in a straight line (as Primary admissions)

However, there is no statutory right of appeal for a preschool place.

If the preschool is full, except in cases of need, children should have had their names on the waiting list for at least one term before entry can be considered. Entry will be as close as possible to the term following their birthday and will be in order of age – within the criteria listed above.

To be able to take up a place using Early Learning for 2 Year Olds or working family funding an Eligibility Check must be carried out. The preschool must be provided with a code which will be checked prior to offering a place.

Free Entitlement to an early education place does not offer a guarantee of a place at any one provider or a particular pattern of provision, i.e. parents cannot insist on a space if the preschool or a particular session is full.

Two-year-olds who have met the eligibility criteria for free childcare can continue to receive a place once they have taken it up even if there is change in the child's circumstances. However, if free entitlement is no longer available then parents/carers will need to pay for the place until the term after the child's third birthday when they would then be able to take up a normal funded 3 year old place.

It should be noted that admission to the preschool does not in any way guarantee admission to the Long Mead Primary school. Parents will need to apply for a primary school place via the KCC admissions process.