



Farndon Pre School Admission Policy

Updated: June 2025

To be reviewed: June 2027

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Farndon Primary School

EQUALITY SCHEME EQUALITY IMPACT ASSESSMENT FOR FARNDON PRE SCHOOL ADMISSION POLICY		
Staff / Committee involved in development:	Health Safety Committee; Headteacher	
For use by:	Staff, Governors and Parent/Carers	
This policy relates to statutory guidance:	Keeping Children Safe in Education Sept 24 EYFS Statutory guidance Charging and Remissions policy	
Key related Farndon Policies:	Charging and Remissions policy	
Equality Impact Assessment: Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach.		
Groups:	Yes/ No	Positive/Negative impact
Disability	No	
Race	No	
Gender	No	
Age	No	
Sexual Orientation	No	
Religious and Belief	No	
Gender Reassignment	No	
Marriage & Civil Partnership	No	
Pregnancy & Maternity	No	
Other	No	
Reviewed by	Leadership and Management	
Agreed by	Full Governors	
Next Policy review date	June 2027	
A copy of this form, and any related impact assessment form or action plan must be sent to the school office		

Farndon Primary School

Pre School Admissions Policy

Farndon Pre-School Admissions Policy

Cheshire West and Chester Borough Council is the admissions authority for community schools in its borough. Cheshire West and Chester Borough Council delegates the responsibility to administer nursery admissions to the Head Teacher of these schools. Farndon Primary School falls into this category.

There are 20 places available in both the morning and afternoon sessions in the nursery age range.

Parents should be aware that the offer of a place in the Pre-School class does not ensure a place in the Reception class at Farndon Primary School. Normal admission procedures, as determined and managed by Cheshire West and Chester Borough Council will apply for admission into the Reception class.

Admission Responsibility in Farndon Primary School

The Head Teacher will administer Pre-School admissions with the support of the Governing Body and other school staff. A member of the Governing Body, not a staff member, will work closely with the Head Teacher.

Applications for Admission to the Foundation Unit – Nursery

Places in the Pre School will be offered according to the published admissions criteria. Length of time on a waiting list will not be taken into account.

Priority for admissions

- Children in the care of Cheshire West and Chester Borough Council or any other local authority e.g. Wrexham Borough Council
- Children with exceptional medical, educational or social needs supported by written evidence from an appropriate professional e.g. school health care professional
- Children with special educational needs as determined by the Education Act 1996
- Children for whom exceptional personal/domestic circumstances whether presented by the parents/carers or otherwise justify in the Head Teacher's view admission to nursery education at the school. Such applications may be referred by either the Head Teacher or parents to the Borough Manager with responsibility for Children and Families
- Children who have siblings in the nursery section of the Foundation Unit
- Other children living in Cheshire West and Chester
- Children living outside Cheshire West and Chester

All 3 and 4 year old children can access 15 hours of funded childcare hours each week starting from the term AFTER the child's birthday and therefore may be admitted to the Pre School at the Head Teacher's discretion, subject to availability of places. Priority will be given to 3 and 4 year old children who are eligible for the free early year's entitlement.

Any available places following the allocation of free entitlement places will be allocated on a charged for basis in accordance with the above criteria to 3 and 4 year olds whose parents wish to access additional sessions and subsequently to rising 3's. When booking, Rising 3s have the option of flexible "taster sessions" for the first 2 weeks, but then the expectation is to book regular sessions using one of the 3 options.

Applying for a place in the Pre School

- Parents of nursery aged children (pupils aged three) who are seeking a place should complete an application form available from and returnable to the school
- An indication of the sessions required will form part of the application
- Help with completing the form is available from the school office
- All sections of the form must be completed
- It is the applicant's responsibility to inform the school of any changes to their circumstances that may affect the application
- Application forms may only be updated at the request of the applicant
- The applicant may telephone the school office, e-mail the school at the admin address, write to the school secretary or personally call in to the school office to update information
- The form should then be returned to school as soon as possible. Applications can be made at any time. However applications are recommended to be submitted within the following timetable to ensure that they are considered as on-time application.

The parent/carer has to also return the Parent Contract by post, or deliver directly to the school office. The offer of a place and acceptance is time dependant, two weeks will be allowed for a response.

On accepting the place at Farndon Pre School, parents/carers are making a contractual commitment, and the school will use the acceptance of a place at the school to make a financial claim to the Local Authority.

Applications made after these specified dates will be considered as late applications.

The possible result of an application received after the recommended allocation dates may be that the requested sessions are full. The parent/carer will then be offered alternative sessions if they are available. Each 'late' eligible application will be dated and processed and places offered by date of receipt of the application. The oversubscription criteria will be applied if necessary e.g. if two applications are received on the same date.

Prioritising in the event of oversubscription

Farndon Pre School has adopted the following to provide clarity for parents/carers if the nursery is oversubscribed.

The priority will be the same as in the general admissions criteria at the beginning of this policy. The following factors may also be taken into consideration as possible 'tie breakers' if priority cannot be determined through the general admissions criteria.

- The number of sessions requested
- The age of the child
- The proximity of the child's home to the school.

Delivery Models for 30 hours and 15 hours funding

At Farndon we are able to offer sessions during term time, starting at 8.45 until 3.30.

Parents have 3 options on how they would like to book their sessions.

Option 1: 30 hours across the week: extending the school day.

AM Session 8:45 – 11:45	3 hours	3 hours	3 hours	3 hours	3 hours
11:45 – 12:30: Paid for lunchtime childcare or child can go home for lunch for 'non-cost' option or collected earlier at 2:45pm. £3.50 for packed lunch / £6.00 if they have a school dinner					
PM Session 12:30 – 3:30	3 hours	3 hours	3 hours	3 hours	3 hours

Lunchtime is not a condition of a child taking up a place and a parent can opt for a 'non-cost' option where their child is collected at 11:45 and returned for the 12:30 session. Or families can collect at 2:45pm.

Option 2: Increasing Flexibility - 15 hours across 2 ½ days

By offering 15 hours over 2 and a half days we can offer a more usable solution for families who are using 2 providers. This allows a family to use 2 settings for their 30 hours to split the 15 hours at each across the week, rather than across the day, reducing transitions to home and setting. Parents also have the option of “**topping up**” the Wednesday session to a full day if they wish, dependant on availability.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Session 8:45 – 11:45	3 Hours	3 Hours	3 Hours	3 Hours	3 Hours
11:45 – 12:30: Paid for lunchtime childcare or child can go home for lunch for 'non-cost' option or collected earlier at 2:45pm. Mon / Tues / Wed am: 2 / 3 Lunchtime costs Wed pm / Thurs / Fri: 2 / 3 Lunchtime costs £3.50 for packed lunch / £6.00if have a school dinner					
PM Session 12:30 – 3:30	3 Hours	3 Hours	3 Hours	3 Hours	3 Hours

Option 3: Increasing Flexibility - 15 hours across morning or afternoon sessions.

By offering 15 hours over 5 morning sessions or 5 afternoon sessions, we can offer a more usable solution for families who are using 2 providers. This allows a family to use 2 settings for their full 30 hours entitlement. Parents can choose to book the lunchtime session for an additional charge

Also, parents may wish to “**top up**” with additional sessions. For example, a parent may wish to have 5 mornings, but might also want further afternoon sessions on certain days, dependant on availability.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Session 8:45 – 11:45	3 Hours	3 Hours	3 Hours	3 Hours	3 Hours
11:45 – 12:30: Paid for lunchtime childcare or child can go home for lunch for ‘non-cost’ option or collected at 11:45am at the end of the morning session.					
PM Session 12:30 – 3:30	3 Hours	3 Hours	3 Hours	3 Hours	3 Hours

Additional Top Up Sessions:

If parents wish to pay for additional top up hours, the rate that will be charged will remain at £4:50 per hour. Parents will be billed in advance each month using the online payment system. At the start of the year, the bill for September will be charged after the first week of term once the pupils are on roll.

Sessions missed due to holiday, medical appointments or illness:

If their child is absent for whatever reason when they are booked in for a session, parents must contact the main office and speak with the administration team – 01244 621124. Or parents may choose to leave a voice message.

If sessions are missed for any reason, the sessions will still be charged to cover the cost of staffing. Any exceptional circumstances as to why a pupil may be unable to attend and where payment will not be expected will be at the discretion of the Headteacher and the Governing Body.



Farndon Pre School Registration and Booking Form

Details

Name of child _____ Date of birth _____

Name known as _____

Name of parent/s or Carer/s with whom the child lives

1. _____

Does this parent have parental responsibility? Yes/No

2. _____

Does this parent have parental responsibility? Yes/No

3. Known carer/s _____

Address -

Telephone –

E-mail -

Mobile -

4. Name of parent with whom the child does not live –

5. Any previous settings attended prior to Farndon: _____

Does this parent have parental responsibility?

Address of this parent

Telephone –

Email -

Mobile -

Emergency contact details

Parent 1 – Work/day time contact number - _____

Parent 2- Work/day time contact number - _____

Any other emergency contact number

Name - _____

Telephone - _____

Name - _____

Telephone - _____

Persons authorised to collect your child (must be over 16years of age)

Name - _____

Relationship to child - _____

Telephone - _____ Mobile - _____

Name - _____

Relationship to child - _____

Telephone - _____ Mobile - _____

Personal details of your child

Does your child have any dietary needs or preferences? Medical confirmation will be need before any school dinner is given.

Details -

Does your child have any allergies? Yes/No Medical confirmation will be need before any school dinner is given.

Details –

What is the main religion of your child? _____

Which country was your child born? _____

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while your child is in the Nursery?

What languages (s) is/are spoken at home? _____

If English is not the main language spoken at home, will this be your child's first experience of being in an English speaking environment? Yes /No

If so, discuss and agree with the teacher how you will support your child when in the nursery.

Does your child have any special individual needs or a disability? Yes/No

Details _____

What special support will he/she require in the Nursery?

Details _____

What other information is important for us to know about your child? For example, what the like, or what fears they may have, special words they use, or what comforter they may need and when –

Names of professionals involved with your child or have had previous involvement such as audiology, ENT or Speech and Language.

Name 1 _____ Role _____

Agency _____ Telephone _____

Name 2 _____ Role _____

Agency _____ Telephone _____

Name 3 _____ Role _____

Agency _____ Telephone _____

Do you have a Health Visitor? Yes/No

Name - _____ Based at _____

Telephone _____

What is the reason for the involvement of Social Services with your family if any?

Signed:

Date:

Farndon Pre School

Parental Requirements

When would you like your child to start? _____

Have you signed an Early Years Entitlement form with any other setting?

Yes/No

If Yes which one? _____

Name of child: _____ Date of birth _____

Name(s) and address(s) of parent(s)/carer(s) _____

Post code _____ Email _____

Telephone _____

Mobile _____

Which sessions do you require; please tick one.

☐

Option 1: 30 hours full time.

☐

Option 2: 15 hours 2 ½ days: Monday / Tuesday / Wednesday morning.

☐

Option 2: 15 hours 2 ½ days Wednesday afternoon / Thursday / Friday.

☐

Option 3: 15 hours – all morning sessions.

☐

Option 3: 15 hours – all afternoon sessions.

☐

Please tick if you would like your child to attend the additional lunch time session. *If you do not select this option, it will be assumed you are collecting your child.*

☐

If you have selected Option 2 or Option 3, please tick if you would like any **Top up** sessions in accordance with the options given above and reference them below.

All sessions booked will be for at least the term. Booked sessions may be altered if necessary for the following term.

Parental Agreement for Early Years Funding Claim 2025 – 26

Setting Name: Farndon Primary School

OFSTED URN: 111107

1: CHILD'S DETAILS (As stated on Birth Certificate)

First Name		Middle Name/s	
Surname			
Name by which the child is known (if different to above)			
Date of Birth		Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Ethnic Group		SEN Provision	None <input type="checkbox"/> Early Years Support <input type="checkbox"/> EHC Plan <input type="checkbox"/>
Address			
		Postcode	

2: DOB EVIDENCE (does the child meet the cut off for the claim period, see guidance note)

DOB Evidence		Date Seen	
Staff Name		Staff Signature	

3: ADDITIONAL DETAILS FOR WORKING FAMILIES ENTITLEMENT CHILDCARE, EARLY YEARS PUPIL PREMIUM (EYPP) & DISABILITY ACCESS FUNDING (DAF)

Eligibility Code		Parent / Carer NI or NASS Number	
Parent / Carer DOB		Parent/ carer Surname	

Additional funding may be available through the **Early Years Pupil Premium (EYPP)** for families in receipt of certain benefits. This funding is paid to early years providers for the provision of extra support for your child to improve teaching and learning facilities and resources to impact positively on your child's progress and development.

For more information, please speak to your childcare provider.

Do you wish to apply for EYPP for your child?	Yes / No
Children who are in receipt of Disability Living Allowance and are receiving Early Years Entitlements are eligible for the Disability Access Fund (DAF) . DAF is paid to the child's early years setting as a fixed annual rate per eligible child.	
Is your child eligible in receipt of Disability Living Allowance (DLA)	Yes / No
If your child is splitting their Entitlement across two or more providers, is this the setting you nominate to receive DAF	Yes / No / N/A
DLA evidence provided to setting	Yes / No

4: SETTING AND ATTENDANCE DETAILS

You need to agree and complete this Declaration Form with each setting your child attends for their Entitlement to ensure that funding is paid correctly. Your child can use their funded hours across a maximum of **two** settings on the same site in a single day and a maximum of **10** hours per day.

Please use **U** for 3- and 4-year-old Universal Entitlement, **E** for Working Families Entitlements and **D** for 2-year-olds in receipt of additional government support.

Please visit **www.childcarechoices.gov.uk** to find out about savings on any non-funded childcare hours.

Term	___Autumn___					Term	2025___		
Setting Name:	Please enter the number of hours attended per day					Entitlement type: U only, U&E, E only, D only.	Total hours per week	No. of weeks per year (e.g. 38 or 51)	
	Mon	Tues	Wed	Thu	Fri				
Total number of hours at setting per day									
Number of funded hours per day									
Funding Start Date:					Funding End date:				

My child is also attending the following setting(s) for Entitlement hours:

Total Daily Entitlement Hours								

5. Additional services and charges

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

Should you wish to access these extra services on your **funded days** the cost of these is shown below and are available from your childcare provider along with their policy on alternatives options.

Additional charges not covered by Government Funding	Unit	Cost	I agree to pay the following charges for the term
Meals/Snacks as listed below:	Snacks – 2 per day	30p each (60p per day)	Yes/No If you answer NO please ensure you provide a snack
Consumables as listed below:	N/A	N/A	N/A
Additional services as listed below:	Staying for lunch	£3.50 per day	Yes/No If you answer NO please collect your child at 2.45pm

6: PARENT / GUARDIAN DECLARATION

I (Insert name)

of the address given above in Section 1 confirm that the information I have provided above is accurate and true.

I understand and agree to the conditions set out in this document and I authorise (please insert name of provider)

.....to claim Entitlement funding as agreed above on behalf of my child.

I agree that the information I have provided can be shared with the Council and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

My provider has given me information about the Entitlement funding and their funded offer including any optional additional charges for meals, consumables and additional services. I understand that the Entitlement is **free** at the point of delivery and that I cannot be charged for this in advance.

I agree to the pattern of funded hours detailed on this form and that my child will attend regularly throughout the term and will not be absent without good reason. I will notify my provider if my child is absent. If I want to alter my child's hours or pattern of attendance, I will check with my provider who will inform the Council where it affects the Entitlement funding.

I understand the Entitlement is capped at 570 hours (up to 15 hours per week) or 1140 hours (up to 30 hours per week) each year and if I choose a 'stretched offer' this may affect the remaining hours available to me if I move provider during the year.

I cannot change the provider(s) detailed within the term without permission from my provider(s) and the Council.

Permission will only be given in certain circumstances. If I change provider without permission the Entitlement funding will not necessarily follow my child, and I agree to pay the fees at the new setting until the start of the next term.

Where an eligibility code is required to access the Entitlement funding, I understand it is my responsibility to ensure the code is valid prior to the first day of the month of the which the term starts. Where a grace period applies, I understand that I cannot move providers without permission from the Council and that permission will only be given in certain circumstances.

The Council is under a duty to protect the public funds it administers and will use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. I understand that if I make a false or incorrect declaration on this form that leads to an overpayment or to a duplicate claim, I will be liable to return any overpayment of funded provision and any resulting administration or legal costs.

In collecting your data for the purposes of checking your eligibility for the free Entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) the Council is exercising the function of a government department and is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Data Privacy

The Data Protection Act 2018 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, such as pupils, their parents and teachers. This includes:

- the right to know the types of data being held
- why it is being held, and
- to whom it may be communicated

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or the Council. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

Parent / Carer with legal responsibility		Childcare Provider	
Signed		Signed	
Print Name		Print Name	
Date		Date	

Please complete tables overleaf prior to the start of future terms.

Please complete the following tables prior to the start of next term.

Term	__Spring__					Term	2026__		
Setting Name:	Please enter the number of hours attended per day					Entitlement type: U, U&E, E only, D only, D&E	Total hours per week	No. of weeks per year (e.g. 38 or 47)	
	Mon	Tues	Wed	Thu	Fri				
Total number of hours at setting per day									
Number of funded hours per day									
Funding Start Date:					Funding End date:				

My child is also attending the following settings for Entitlement hours:

Total Daily Entitlement Hours								

Additional services and charges

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

Should you wish to access these extra services on your **funded days** the cost of these is shown below and are available from your childcare provider along with their policy on alternatives options.

Additional charges not covered by Government Funding	Unit	Cost	I agree to pay the following charges for the term
Meals/Snacks as listed below:	Snacks – 2 per day	30p each (60p per day)	Yes/No If you answer NO please ensure you provide a snack for your child
Consumables as listed below:	N/A	N/A	N/A
Additional services as listed below:	Staying for lunch	£3.50 per day	Yes/No If you answer NO please collect your child at 2.45pm

DECLARATION

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I confirm that I have re-read the Parent / Guardian Declaration and the privacy Notice in Section 5 above and confirm that I wish the setting named above to continue to claim Entitlement funding on behalf of my child as detailed above.

Parent / Carer with legal responsibility		Childcare Provider	
Signed		Signed	
Print Name		Print Name	
Date		Date	

Please complete the following table prior to the start of the next term.

Term	__ Summer __					Term	2026		
Setting Name:	Please enter the number of hours attended per day					Entitlement type: U, U&E, E only, D only, D&E	Total hours per week	No. of weeks per year (e.g. 38 or 47)	
	Mon	Tues	Wed	Thu	Fri				
Total number of hours at setting per day									
Number of funded hours per day									
Funding Start Date:						Funding End date:			

My child is also attending the following settings for Entitlement hours:

Total Daily Entitlement Hours								

Additional services and charges

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Consumables as listed below:	N/A	N/A	N/A

Additional services as listed below:	Staying for lunch	£3.50 per day	Yes/No If you answer NO please collect your child at 2.45pm
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DECLARATION

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Parent / Carer with legal responsibility		Childcare Provider	
Signed		Signed	
Print Name		Print Name	
Date		Date	