



Chantlers
Primary School

A World of Possibilities

Chantlers Primary School Pre-School Admissions Policy

Approved by:	Governing Body	Date: September 2025
Last reviewed on:	September 2025	
Next review due by:	September 2026	

Introduction

Children who attend Chantlers Pre-School will be fully involved in our school for their Pre-School year/s. They will be introduced to our school values and will learn about expectations regarding demonstrating these values to one another and expectations of behaviour. This year is a transition year, that is aimed at ensuring the children are Reception ready, by following a curriculum-based approach.

Each child will be valued and cared for as a unique individual. We aim to make our Pre-School accessible to and inclusive of children and families from all sections of the local community through open and fair procedures.

Pre-School Sessions

Pre-School is open to children aged 3 and 4 years, term time only. To support planning, staffing and the organisation of forest school and other events, places are offered on the basis of the following:

Option 1 – Lunchtime Break

- 30 hours: 6 hours per day Monday – Friday; 8.30am – 3.15pm with a 45 minute lunch break
- 15 hours:
 - Mornings: 8.30am - 11.30am Monday to Friday
 - Afternoons: 12.15pm - 3.15pm Monday to Friday
 - Two and a half days: Monday, Tuesday 8.30am – 3.15pm and Wednesday 8.30am to 11.30am or Wednesday 12.15pm – 3.15pm and Thursday, Friday 8.30am to 3.15pm with a 45-minute lunch break

Option 2 – Continuous Provision

- 30 hours: 8.30am – 2.30 pm 6 hours per day Monday to Friday
- 15 hours:
 - Mornings: 8.30am - 11.30am Monday to Friday
 - Afternoons: 12.15pm - 3.15pm Monday to Friday
 - Two and a half days:
 - Monday, Tuesday 8.30am – 2.30pm and Wednesday 8.30am to 11.30am
 - Wednesday 12.15pm – 3.15pm and Thursday, Friday 8.30am to 2.30pm

If parents wish their child to remain in school until the normal finish time of 3.15pm, an additional charge of £7.50 per hour will be applied to account for the extended provision.

A child requiring a full-time place may take priority over one requiring a part-time place.

Before and After School Service

Pre-School children will have access to the before and after school service. However, due to the ratios required for younger children, the cost will be higher than the normal charge.

School Admissions

Attendance at Pre-School does not guarantee a school place at Chantlers Primary School, nor does it offer priority over other children who do not attend Pre-School. An admission application for a school place must be completed in the normal way and submitted to Bury Local Authority by the deadline date.

Further details can be seen in the school Admission Policy on the school's website.

Fees and Funding

The academic year is from 1st September to 31st August. Chantlers Pre-School provides care for children aged 3 to 4 years.

Chantlers offer 15 hour and 30 hour places to parents who qualify. All 3 and 4 year olds in England currently receive 15 or 30 hours per week Government funded early education for 38 weeks a year from the term after their third birthday. A minimum of 15 hours per week must be booked.

- **30 Hours Free Childcare** - Parents living and working in England, may be entitled to 30 hours funded childcare. Eligibility is based on parents working 16 hours or more per week and each earning at least the National Minimum Wage but have a taxable income of less than £100,000 (the earnings limit does not apply if parents are self-employed and started the business less than 12 months ago). Applications for those hours can be made through Bury Local Authority website.

Three-month renewal cycle for the extended hours – Parents will be prompted by HMRC every 3 months to reconfirm the details they entered are still correct. If parents miss the deadline, their code becomes ineligible, and the grace period will come into effect.

Grace periods for the extended hours – If a child who has a 30 hour code becomes ineligible during the first half of a term, the child will be funded for the extended hours until the end of that term. However, in the event of you losing the 15 free extended hours eligibility parents can:

- keep the child in the setting and pay £7.50 per hour.
 - reduce the amount of time the child attends each week.
- **Cost of additional hours** – Parents choosing a continuous provision who wish their child to stay until **3.15pm**, the normal end of the school day, an additional charge of **£7.50 per hour** will apply (prorated to **£5.50** from 2.30pm–3.15pm).

Parents who do not qualify for 30 hours but wish to send their child for additional hours would be charged £7.50 per hour.

- **Lunchtime Arrangements** – As a Pre-School, our operating hours align with those of the main school, with a lunch break mid-day. Children have lunch in the main hall, offering them a valuable school experience that supports a smooth transition into Reception.

Parents choosing **Option 1** of our Offer will be required to pay a fee of £5.50 per day for the lunchtime period, paid via ParentPay.

- Free entitlement hours can be shared between two settings.
- **Claims for funding, fees and grants will be made for every day that the Pre-School is open, irrespective of your child's attendance.**

Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

Pre-school Intake

- Children are welcomed into Pre-School in the term following their third birthday, when they embark on a journey of fun and learning.
 - Applications can be made throughout the year. Entry occurs three times a year in September, January and April.

- We offer places usually on a first-come first-served basis if there are places available, however if there is a waiting list, we will use the following criteria:
 - Children currently attending who are increasing their sessions.
 - Children who have siblings already attending the school/Pre-School.
 - Children who live in the vicinity of the Pre-School, who would be eligible for a place in Reception at main school.
 - Parents who require 15 extended hours and have a 30 hour code.

However, the capacity of Pre-School to meet the individual needs of the child will be applied at every stage, including whether children are toilet trained.

Pre-School Admissions Process

On enquiring, parents will be sent a Pre-School Enquiry form to complete and return, specifying preferred days and hours. Completion of this form does not guarantee a place and will be subject to availability. The admissions process must be fully completed prior to a place being confirmed.

- Parents will be contacted in the term before their child is due to join us, to determine if the place and the hours indicated in the enquiry form remain the same. If it has been highlighted that your child has any additional needs, a meeting with staff and the SENCO will be held prior to the admission process.
- A **home visit** will be arranged, so that the Pre-School staff can meet your child in their own environment. This will be followed by a familiarisation session, where your child will attend Pre-School for a 1 hour morning session.
- The child's nursery (if attending) will be contacted to confirm developmental stages.
- Parents will then be notified of a place for their child and will be required to complete and sign a Parental Declaration which details agreed hours, entitlements and payments (if applicable).
- A 'New Starter Welcome Pack' will be provided which contains a 'Parent Handbook', Children's Welcome to Chantlers' book and documentation that will need to be completed and returned to the school office as soon possible.

Admission	Home Visit & Familiarisation Session	Notification and 'New Start Welcome Pack'
September	April/May	May
January	Sept/October	October
April	Dec/January	January

Attendance

Our experience so far shows a definite correlation between a child's full time attendance and their ability to adapt to school. So, whilst it is recognised that attendance is not compulsory at this age, it is encouraged. It also helps children to establish good routines for becoming school ready and to understand the importance of attendance and punctuality.

Regular attendance is required to maintain a place in the Pre-School class. Persistent absence may result in your child's place being withdrawn and offered to another child on our extensive waiting list.

Notice

If a child is withdrawn from Pre-School during the school year, parents/carers must give a minimum of 4 weeks' notice in writing/email.

If a child's hours are to be reduced, parents/carers must give a minimum of 4 weeks' notice in writing/email.

Equal Opportunities

In order to achieve our aim to make our Pre-school accessible and inclusive to all families from our local community, we advertise the Pre-School on our school website, through banners/flyers in the local area and through Bury Local Authority.

Gender and ethnicity is monitored in accordance with our Equality Policy and objectives.