



Pilgrims' Way Primary Pre-School Admissions Policy

Reviewed Autumn Term 2025

Next review date Autumn term 2026

At Pilgrims' Way Pre School we aim to offer our families flexible childcare arrangements in line with current government guidelines as set out in the Kent Provider Agreement: ***Provision of Free Early Education and Childcare for Children Aged Nine Months to Four Years Old - 2024***. This sets out the 15- hour entitlement for parents of three- and four-year-olds (The Universal Entitlement) and the 15/30- hours entitlement for working parents of children aged nine months up to four years old (The Working Parent Entitlement).

15 hours:

- 15 hours universal free provision, funded by the government is available for all children from the term after their 3rd birthday, up to a maximum of 570 hours per year. Pilgrims' Way Pre School offers 15 hours free early education to all children from the term after their third birthday
- Parents may distribute these sessions across the week in a pattern that supports them.

30-hour:

- Pilgrims' Way Pre School offers 30 hours free early education to children of families who are eligible, from the term after their third birthday, up to a maximum of 1140 hours per year.
- Eligibility must be sought by the parent and eligibility code provided to Pilgrims' Way with permission to validate eligibility with HMRC.
- Pilgrims' Way Pre School can only offer 30 hours free provision if an eligibility code has been issued to the parent prior to the academic term in which the free provision is to start.
- Parents must renew eligibility when prompted by HMRC and Pilgrims' Way will be notified by HMRC if child is no longer eligible for the 30 hours free provision.
- If a child is no longer eligible to receive funding for 30 hours, the family will enter a grace period. KCC will contact Pilgrims' Way Pre School to notify us of those parents who have fallen out of eligibility and inform us of the grace period end date. KCC will continue to fund a place for a child who enters the grace period until the grace period end date.

- Children who are no longer eligible will continue to receive the universal free entitlement of 15 hours free early education each week.
- Pilgrims' Way Pre School is unable to reserve sessions once they have been dropped.

Sessions and Charges

Table showing session times and prices (free entitlement will not incur any charges).

Morning Session	Lunchtime session	Afternoon Session
8:40am-11:40am	11:40-12:20	12:20pm-3:20pm
	£3 for session £2 for hot school meal This session and meal is funded if your child is entitled to Early Years Pupil Premium	
Late pick charge system Parents and carers who are later than the agreed finish time, may incur a late fee of £3 per 15 mins. If you believe there is an exceptional circumstance for a late collection, this needs to be put in writing and a decision will be made by the Headteacher as to whether to waive this charge.		

Notes on funding

- The government provides funding for a 38 weeks per year. Pilgrims' Way Pre School will endeavour to ensure that each child receives their full entitlement.
- If during the term a child falls short of their entitlement, Pilgrims' Way Pre School will offer that child make-up sessions, subject to availability.
- Pilgrims' Way Pre School will notify parents at the beginning of each term if their child will exceed or fall short of their entitlement for that term.
- We are not able to split or transfer funding to another setting mid term

Early Years Pupil Premium

Some parents may be eligible to apply for a pupil premium payment which will enable us to support the attainment of disadvantaged children. Qualifying criteria can be 'Economic', based on a parent being in receipt of certain benefits, or 'Other', for children who are in or have been in the care of the local authority. Please speak to the school office if you think you will qualify.

- The funding is based on 15 universal funded hours only
- We will fund a hot meal at lunchtime if your child attends all day

Inclusion

Pilgrims' Way Primary school is an inclusive and diverse primary school in the centre of Canterbury, which teaches pupils from the ages of 3-11. We provide an irresistible, broad and balanced curriculum to meet the needs of all our pupils.

The curriculum is designed to make learning relevant and meaningful by embedding context and activating pupil's prior knowledge. Pupils are given opportunities to demonstrate their learning through cultural and personal links. Mainstream Core Standards are used to support all children's access to the curriculum with learning scaffolded to support learners' diverse needs. Teaching opportunities across the curriculum are designed to develop language and literacy so that pupils become fluent in the academic language of the primary curriculum.

We actively liaise with parents to help them support their children's learning.

The School's Local Academy Committee

- Admissions to Pilgrims' Way Pre School are made by and are the responsibility of the governing body, in line with Local Authority Procedures.

Admissions

- A maximum of 26 children may attend any given session.
- During the academic year, if Pilgrims' Way Pre-School does not have a waiting list, then places will be allocated to children on a first come, first served basis, providing the child is at least 3 years old.
- After parents complete an 'expression of interest form' and a space is available we will contact you to arrange a visit with your child and some settling sessions. This will allow you to decide if we can offer an environment suitable for your child's needs. We will then build an induction plan for children (personalised for each child taking into account their needs).

If we assess the setting as being too high risk for a child, and the attendance of the child or young person there would be incompatible with the efficient education of others, we will not offer a space but we will work with the family to signpost them to more suitable provisions and support services.

- In the event of Pilgrims' Way Pre-School being over-subscribed the nursery will operate a waiting list using the criteria below:

Children will be kept on a waiting list using the following order of priority

- Looked After Child / Medical / Social reasons by multi-agency request
- Age – oldest over 3 years old
- Sibling – child has brother or sister attending the preschool/ school
- Distance – the distance from the school using a straight-line distance from the home address to Pilgrims' Way Pre School.
- Priority will be given to children taking up their free entitlement.
- All sessions will be allocated subject to availability.

- All admission forms must be completed in full prior to the first session of attendance.
- Pilgrims' Way Pre School fully supports the transition of pre-school children into their reception year, however, in some cases a deferred entry to Reception class may be considered. This would be in consultation with Pre-School practitioners and parents and would remain at the Head of School's discretion. The best interests of the child would remain the top priority when final decisions were reached.

Additional Information

- In cases where parents require extended 'wrap around care', they will need to approach other childcare providers and pay their costs according to their structures and admissions, as we cannot facilitate this at present.
- We do operate a late pick-up charge system. Parents and carers who are later than the agreed finish time, may incur a late fee of £3 per 15 mins. If you believe there is an exceptional circumstance for a late collection, this needs to be put in writing and a decision will be made by the Headteacher as to whether to waive this charge. Please see late pick up policy for more information.
- Parents will sign a contract to confirm sessions for their child and must give at least one months' notice of change of requirement or cessation of additional hours.
- If a child does not attend at least 90% of their confirmed sessions, we will contact parents to discuss what is preventing better attendance. We may decide to withdraw a child's place if attendance below 90% continues.
- Children need to arrive for their sessions on time, late arrivals cause upset to routines and cause distress for all children. Continual late arrivals will lead to school contacting parents to discuss what is preventing better attendance.
- Pilgrims' Way Pre School understands that all children develop at different rates, but we do ask for an expectation of children being able to use a cup (not drinking from a bottle) and toilet training is underway or completed.
- For children attending over lunch, parents agree to provide their child with a healthy packed lunch. Information and advice for preparing healthy packed lunches can be found on our school website.
- Pilgrims' Way School can provide a hot meal for your child at an additional cost. Meals will follow the school menu available on the school website. Payment for meals can be made via ParentPay.
- We will not be able to offer sessions on a daily ad-hoc basis, even if other children are absent on the day.

Please note that admission to Pilgrims' Way Pre School does not guarantee admission to Pilgrims' Way School.

Please speak to the office manager for full admission details into school.