



Willingham Primary School and Honey Pot Pre-School

Honey Pot Pre-school Admissions Policy

March 2025

Policy Reviewed Date	March 2025
Next Review Date	March 2027



Policy Statement

It is Honeypot Pre-school's intention to make our setting accessible to children and families from all sections of the local community, and have access to our pre-school through open, fair and clearly communicated procedures.

Procedures

Parents/Carers may register their interest for a place at Honeypot Pre-school at any time (*ideally 1 school year ahead of required starting date*), via email to honeypot@willingham.cambs.sch.uk; including child/children's name, date of birth, emergency contacts and sessions required.

- If a place is available to offer, the Pre-school Manager will make contact and send a letter to the parent/carers to accept their child/children's sessions and confirm a start date. When parent/carers have confirmed acceptance, the Pre-school Manager will make contact to arrange settling-in sessions and ask parent/carers to complete a registration & consent form, including a funding form.
- If a place is not immediately available, the Pre-school Manager will send an email to the parent/carers to acknowledge the interest of child/children's preferred sessions and confirm they have been added to the Declaration of Interest list.

We require children to be pre-registered for a minimum of 2 sessions per week, to ensure they have a greater chance of settling in and the Key Person approach can be more effective.

Waiting Lists

Where there are more applications of interest than places available, the child/children's details added to a Declaration of Interest -list.

We give priority to children over the age of 3, who are due to join Willingham Primary School in the following academic year. Following this, our priority will follow the below oversubscription criteria.

- Children with an EHCP
- Children looked after by Local Authority
- Children subject to Child Protection Plan
- Children with a particular medical or social need
- Children with a sibling on roll at the pre-school (or primary school) at the time of registering interest.
- Other children in order of date of joining the waiting list



Eligible Childcare Funding for working parents

If you are eligible for extended/expanded entitlement as a working parent, you will be directed to the HMRC webpage to apply and will be issued with an 11-digit eligibility code which you should give to your early years provider.

*The eligibility code will allow you to access the entitlement, and the application deadline dates are as follows:

- Autumn funding period (1 Sep – 31 Dec) – application deadline **31 August**
- Spring funding period (1 Jan – 31 Mar) – application deadline **31 December**
- Summer funding period (1 Apr – 31 Aug) – application deadline **31 March**

The Pre-school Manager will check the validity of the eligibility code before you take up your place. You will be reminded every three months by HMRC to confirm your details have not changed. You could lose your extended/expanded entitlement if you do not reconfirm your code as required.

To find out if you are eligible:

3- and 4-year-olds	Universal	No code required, contact chosen early years provider/s to access funding.
2-year-olds	Targeted	Apply online Funded hours for eligible 2 year olds - Cambridgeshire County Council OR Apply by phone to Education Welfare Benefits Team on 01223 703200. You will need the National Insurance Number, date of birth and surname of the person in receipt of the qualifying benefit.
3- and 4-year-olds	Extended	May be able to access 570 hours per year if certain criteria are met. For more information and to check eligibility, go to Childcare Choices 30 Hours Childcare, Tax-Free Childcare and More Help with Costs GOV.UK
9-month-olds to 3-year-olds	Expanded	If you are a foster carer please apply through your social worker.

Attendance

Places are allocated to children on the understanding that the place will be used. We understand that children will occasionally miss sessions due to illness or holiday, and we ask for communication on any sessions missed. You will be contacted if your child is off if you have not reported it to the setting. Absences will be monitored regularly, and if regular patterns occur an attendance meeting will be arranged to discuss reasons for absences.

