Teversham Church of England Primary School

PRE-SCHOOL ADMISSIONS POLICY 2026-2027

NON-STATUTORY

DATE ADOPTED: 29th September 2026
REVIEW DATE: September 2027

Teversham Pre-School Admissions arrangements for 2026-2027

Vision:

At Teversham Pre-School, we offer a child-led learning environment where curiosity is nurtured, confidence is built and friendships are made.

Policy statement

It is our intention to make our OFSTED registered Pre-School setting accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

Registering interest

We accept applications for children from aged 2 years and 10 months to 5 years old for a minimum of 2 sessions per week. However, we encourage applications for a place at the Pre-School at the earliest opportunity.

Having a place for a child in Teversham Pre-School does not guarantee a child a place at Teversham CE Primary School. Applications to Teversham CE primary school should be submitted in accordance with the Teversham CE Primary school admission policy.

Admission Criteria

Teversham Pre-School is a small setting with a limited number of places, and therefore a waiting list system is in place to manage demand for the setting.

We prioritise:

- Children who live within the catchment area of Teversham CE Primary School with a sibling at Teversham CE Primary School ordered by date of birth (oldest first)
- Children who live within the catchment area of Teversham CE Primary School without a sibling at Teversham CE Primary School ordered by date of birth (oldest first)
- Children who live outside the catchment area of Teversham CE Primary school with a sibling at Teversham CE Primary School ordered by date of birth (oldest first)
- Children who live outside the catchment area of Teversham CE Primary School without a sibling at Teversham CE Primary School ordered by date of birth (oldest first)

Registering your child

The following original documents will be required:

- Proof of child's legal name e.g. UK Birth Certificate – short or long versions (non UK birth certificates cannot be accepted) OR valid current passport (the child may be included on their parent's valid current passport)
- Only Adoption or Deed Poll documentation can be accepted as proof of a child's official name change following the issue date of any of the above documents.
- Proof of child's main address e.g. utility bill or documentation to confirm child's current home address must be addressed to at least one of the parent/carers detailed on application and who must live at the same address as the child. Where a family is expecting to move house then confirmation of the new address will be required before processing the application.
- If parents/carers are not living together and the child spends a few days in both households on week days, then best practice is to take proof of both addresses, but for admission as a minimum, please provide proof of the address registered on the admissions which should be the one from which the child will go to nursery most often on week days.
- Medical contacts: Doctor's surgery name, surgery address and telephone number, GP name (optional) AND Dentist's surgery name, surgery address and telephone number.
- Contact details of at least two emergency contacts who must be aged 18 or over.

All documents are checked prior to admission and if the information provided was false at the time of completing the registration forms, we can withdraw the offer of a place.

Adopted: 29th September 2026 Date of next review: September 2027

After approval by the Governing Body this policy will be electronically signed by Tim Barrow, Chair of Governors