



Hunnyhill Ormiston Academy



Preschool Admissions Policy

Adopted: January 2026

Review Date: January 2027

Preschool Admissions Policy

Hunnyhill Ormiston Academy delivers a Preschool provision for pupils aged 3 and 4 years old. Places offered are delivered under the Government Early Education funding.

Early Education is offered within the national parameters:

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

We admit pupils from the day after their third birthday, places dependent.

IMPORTANT INFORMATION

Your child does not automatically get allocated a place in Hunnyhill Ormiston Academy's Reception class if they attend our Preschool provision. This must be applied for via the Local Authority in the normal way. Please see our School Admission Policy for details on how to apply.

Admission to Preschool

You can apply for a place in our Preschool through our Academy website using the following link:

[Hunnyhill Ormiston Academy - Pre-School](#)

Subject to availability, additional sessions may be purchased by parents and carers, but these must be agreed before the start of a new term and be taken as regular, recurring additional sessions throughout the term.

Places for the Preschool will be allocated upon receipt of application and a start date will be agreed with the Preschool and parents / carers. If no places are available, your child will be placed on a waiting list and a place will be offered when it becomes available.

As part of the registration process, parents / carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the funded entitlement. If you are unable to pay our charges, please speak with the Principal, to discuss the alternative options available.

The Admission and Charging Policies are available to view on the academy website or available on request from the Academy Office. We will work in partnership with parents, carers, childcare providers, the Local Authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Oversubscription

If no places are available, your child will be placed on a waiting list and a place will be offered when it becomes available. Priority will be given based on the Academy's Admissions Policy criteria. After the admission of pupils with an Education, Health Care Plan (EHCP) where the academy is named in the EHCP, the following criteria will be applied, in the order set out below, to determine which children to admit:

1. A 'looked after child', or a child who was previously looked after but immediately after being looked after became subject to an adoption, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted, or became subject to a child arrangement order or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989.) at the time of making an application to a school. All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following

having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted

2. A specific medical condition confirmed and supported by a registered health professional, which makes a particular school the most appropriate. (Any application for a place at a particular school for medical reasons must be supported by independent medical evidence from a registered health professional). The evidence must name the academy and state the reasons why attendance at the academy is essential and the difficulties that would be caused if the child had to attend another school.)

3. Children who at the time of application have an elder sibling who is already at the school.

4. Children of staff employed by the preferred academy, in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.

5. Children for whom the school is the nearest primary school to their home address at the time of application.

IMPORTANT INFORMATION

You must reapply for your eligibility code every 3 months via the 'Childcare Portal'. Failure to do this will result in your full-time place being withdrawn as the academy cannot claim the funding for the place without this. In the event that your code expires, we will offer your child a part time 15-hour place, if we have a place available.

IT IS THE RESPONSIBILITY OF THE PARENT / CARER TO RENEW THE FUNDING CODE.

If your child does not attend the setting on a regular basis, we reserve the right to withdraw their place in our academy.

Preschool Organisation

- Morning sessions run from 8.50am to 12.00pm
- Afternoon sessions run from 12.00pm to 3.10pm
- Full day sessions – for those in receipt of 30 hours funding - run from 8.50am to 3.10pm

We also offer additional paid sessions, including breakfast and after school provision. All places in Preschool are Monday to Friday during the school term.

15-hour provision

The government provide 15 hours of free childcare to all children from the term after their third birthday for 38 weeks of the year.

Parents / carers can choose to spread this across morning **or** afternoon sessions for 5 days a week.

30-hour provision

Parents/carers who receive the 'Free Childcare for Working Parents' are entitled to an additional 15 hours of funded childcare, taking this to 30 hours of free childcare per week for 38 weeks of the year, which covers morning and afternoon sessions 5 days a week.

If parents / carers wish for their child to start the day after their third birthday, before the government funding is available for them (which is the term after their third birthday), parents / carers will need to pay for any additional hours above the 15 hours of universal childcare. Please speak to the Preschool manager about this.

For more information about eligibility and to apply for funding please see: [Get childcare: step by step - GOV.UK](#)

If you are eligible, please contact the Academy Office to complete an admissions form and to provide us with your eligibility code for the funding.

We ask for a voluntary 'Funding Consumables Contribution' of £3 per week for those in receipt of 15 hours funding and £6 per week for those in receipt in 30 hours funding, to cover the cost of snacks, cooking ingredients, craft materials and other consumables used throughout the week.

Inclusion and SEND

We are required to have arrangements in place to support children with special educational needs and / or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND. This means we will:

- Follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and Special Educational Needs and Disability Code of Practice.
- Monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review.
- Provide information to families on how their child's development is supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary. • Utilise the SEN inclusion fund and Disability Access Fund to deliver effective support.
- Publish our contribution to 'SEN Local Offer' on the Isle of Wight. This is available on both the Isle of Wight Council website and our website to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and locally available funding streams with a view to submit a claim / application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim / application. We will work with parents to ensure that as far as possible the hours / sessions that can be taken as funded provision are convenient for parents working hours.

Complaints

Where parents / carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in the funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Principal. Any other complaints should be made in line with our academy complaints policy.