St Walburga's Catholic Primary School, a Voluntary Academy
Preschool Admission Policy

Policy Date March 2026

Review Date March 2027

Preschool Admission Policy

St. Walburga's Catholic Primary School has a Foundation Stage Unit, which has provision for 26 Preschool places.

The 15-hour Universal Entitlement is offered as follows:

8.55 – 3.15 Monday and Tuesday
8.55 – 11.15 Wednesday

Our Preschool is closed on Thursday and Friday.

We also offer Preschool provision on a Wednesday afternoon and this can be accessed either through the 30-hour childcare scheme, on a paid basis or through a flexible agreement as agreed on the parent agreement form.

We offer wraparound care either through the 30-hour childcare scheme or on a paid basis. In order to be able to access these additional hours through the 30-hour childcare scheme, parents/ carers must complete the application process directly with HMRC, complete an Early Years Parental Agreement form and provide the HMRC code within the termly deadlines.

For your child to receive 30-hour childcare with a HMRC code for each term, please see deadlines below:

From 01st September, **a valid code must be provided by 31st August.**

From 01st January, **a valid code must be provided by 31st December.**

From 01st April, **a valid code must be provided by 31st March.**

From September 2026, the additional hours we offer will be charged at £5.75 per hour in line with the Early Years funding amount from Bradford Local Authority (this is subject to change annually):

Day	Time	Details of session	Price as of 01/09/2026 without a code
Monday	**7.45 – 8.55**	**Breakfast Badgers (including breakfast)**	**£5.75**
Monday	**15.15 – 17.30**	**Teatime Tigers (including snack)**	**£12.94**
Tuesday	**7.45 – 8.55**	**Breakfast Badgers (including breakfast)**	**£5.75**
Tuesday	**15.15 – 17.30**	**Teatime Tigers (including snack)**	**£12.94**
Wednesday	**7.45 – 8.55**	**Breakfast Badgers (including breakfast)**	**£5.75**
Wednesday	**11.15 – 15.15**	**Afternoon Preschool session**	**£23.00**
Wednesday	**15.15 – 17.30**	**Teatime Tigers (including snack)**	**£12.94**
Full school day	**8.55 – 15.15**		**£36.40**
Full school day plus BB and TT	**7.45 – 17.30**		**£56.06**

Admission arrangements for Preschool children are not under the provisions of the 1996 Education Act and parents do not have the right of appeal if refused a place. The Headteacher deals with the admission arrangements in line with general guidelines.

A child's name can be placed on one or more Preschool waiting lists any time from birth onwards. To apply for a place at St. Walburga's, parents must request a Preschool Application Form and return the form to the school. Preschool places are open to all children irrespective of where they live.

Allocation of a place in Preschool class does not guarantee that the child will be allocated a place in the school nor is attendance at the Preschool a precondition of a place in the school. Not accepting a place in Preschool does not reduce the chance of getting a school place.

Letters offering a provisional place for September will be sent out from January and definite offers will be made in March. Parents are given a deadline to accept the place. Places not taken up are then offered to other children on the waiting list.

Places will be allocated to children as follows, those wishing to accept the full universal entitlement will be given priority in each category:

- Children currently on the Preschool roll
- Children with special educational, social or emotional needs as evidenced by a professional from health, social services or education.
- Children who have a sibling in school.
- Date of application

In the event that we do not fill all the places for a September intake, children who turn three during the school year could be offered a place following their third birthdays; in this case, they would be ranked in DOB order.