



Woodbury
C of E Primary School

Woodbury C of E School Preschool Admissions Policy

July 2026

Policy Updated:	July 2026
Policy Review Date:	July 2027

As a voluntary aided School, the Cedar Tree Federation governing body is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. These schools set their own oversubscription criteria.

The Ethos of Woodbury C of E Primary School

Our mission statement at Woodbury C of E Primary School is 'Learning to Live Life in all its fullness' and is derived from Gospel of John, 10:10. It means that we all aim to live all aspects of our lives to the best we can in terms of using our wisdom, skills and knowledge.

Admissions to the Preschool

Woodbury Preschool admits:

- Eligible two-year-olds funded from the start of the funding period following their second birthday.
- Eligible two-year-olds funded as rising three-year-olds at the start of the funding period in which they have their third birthday.
- Non-funded two-year-olds from the start of the funding period following their second birthday.
- Non-funded two-year-olds as rising three-year-olds at the start of the funding period in which they have their third birthday.
- Early Years funded three- and four-year-olds from the start of the funding period following their third birthday.
- Non-funded three- and four-year-olds from the start of funding period following their third birthday.

Early Years Funding for two, three- and four-year-olds

All three- and four-year-olds are entitled to a funded early years place for 570 hours a year over no fewer than 38 weeks of the year. Some children, whose parents are working, will be entitled to 1140 hours a year.

Some two-year-olds are eligible for a funded place in provision that Devon County Council has approved as being good or better quality. Our Preschool is an approved provider and can admit two-year-olds from the start of the funding period following their second birthday or at the start of the term in which they receive their three year old funding (this is the term after their third birthday).

Further details about what funding is available can be found here:

[15 and 30 hours - frequently asked questions | Childcare Choices](#)

Here at Woodbury Preschool we admit families that use both Early Years Funding as well as families who pay directly for hours. The maximum amount of funded time that can be taken in a day is 10 hours across more than one site. Please note Woodbury Preschool is open for 6 hours each day. Parents cannot use more than two sites for funded early years places in one day.

Points of Admission to Preschool

Children will start Preschool at the beginning of a term if they are two, or at the beginning of a half term if they are three or four. Eligibility for the Early Years Funding for two-year-olds is from the start of the funding period following a child's second birthday and

eligibility for all three-years-olds to receive the Early Years Funding is at the start of the funding period following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in Reception at the normal round are for **full-time admission** in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

What should I do?

Check the table below to see when your child is eligible:

Child born between	Entitled from
1 April and 31 August	Start of Autumn funding period (from 1st September)
1 September and 31 December	Start of Spring funding period (from 1st January)
1 January and 31 March	Start of Summer funding period (from 1st April)

For children who are already in the Preschool, parents are welcome to increase/add additional hours with one half term's notice, if places are available. We request that parents inform us at least two weeks in advance of a half term, so that we can ensure appropriate staffing ratios.

New pupils can start with one half term's notice. Our Preschool team will support the transition process into the Preschool.

Patterns of Attendance Available

We are required to offer the Early Years Funding in a flexible way. Our Preschool makes a core offer for the universal 570-hour funding entitlement of:

- Morning sessions of 9.00am to 12.00pm;
- Afternoon sessions of 12.00pm to 3.00pm; and
- All day sessions of 9.00am to 3.00pm during term time only.

Our all-year-round offer is term time 38 weeks a year, term time only.

We are not able to provide any holiday period Preschool provision.

If you choose an afternoon or an all-day session this includes the lunchtime period. This time is part of the day when children continue their learning and will be funded as part of the Early Years Funding if that is what parents/carers choose. We are not permitted to charge separately for this time.

Absence and Holidays

We are unable to offer a refund for missed sessions or holiday requests.

We encourage holiday to be taken during the school holidays when we are closed, however for Preschool children this is not compulsory.

Early Years Entitlement to 15 Hours

Parents can choose to create a 15 hour week using either 5 x 3 hour sessions; or 2.5 days.

Session choices	Hours
9.00am – 12:00pm	3
12.00pm – 3:00pm	3
9:00am – 3:00pm	6

Purchasing Top Up Hours Additional to the 15 hours

If parents want to buy additional hours on top of the 15 hours of entitled funding, they are welcome to do so during any of our opening times.

Extended Hours (30 Hours a Week)

Parents who are eligible for 30 hours a week would be entitled to 5 x 6 hour sessions (9am to 3pm) for 5 days a week. This constitutes full time within our Preschool setting.

Families who have an 11 digit code because they are working and are eligible for extended entitlement can have up to their entitled 1140 hours stretched across the school year. This equates up to 30 hours a week over the 38 school weeks of the year.

NB: Some families may wish to choose to attend more than one provider and want to stretch their entitlement across the year in one and take some time during term time in another.

We ask that all parents inform the school if your child/children are using other providers, so that all claims are accurate and do not affect other settings who are also claiming. Failure to do so could lead to back dated charges being required to be paid.

September 2026 to July 2027 charges

Prices from September 2024 will be as follows:

Charges for 3 & 4 year olds are £5.50 per hour (£5.56 at Pinhoe, which is the funding rate and is increasing to £5.80 for 26/27)

Session choices	Hours	Session charge total
9.00am – 12:00pm	3	£16.50
12.00pm – 3:00pm	3	£16.50
9:00am – 3:00pm	6	£33.00

Charges for 2 year olds are £6.00 per hour (£7.46 at Pinhoe which is the funding rate, and is increasing to £7.76 in 26/26)

Session choices	Hours	Session charge total
9.00am – 12:00pm	3	£18.00
12.00pm – 3:00pm	3	£18.00
9:00am – 3:00pm	6	£36.00

Deposits

A refundable deposit of a one day's charge (£33 for 3&4 year olds and £36 for 2 year olds) will be taken at the time of application and will be refunded once your child starts at Preschool.

Cancellations

All cancellations must be notified at least one half term (6 weeks) in advance. Failure to comply could lead to one full half term's charges being made.

Late Payments

We require parents to pay in full prior to the end of the term, before the end of the term that the invoice relates to. Any late payments cannot be carried forward and this will result

in children not being admitted for paid hours going forward until payment is cleared.

*Funded hours will be honoured.

Late Pick Up Fee

A £10 late pick charge may apply for persistently late collections. An advance warning letter will be issued after 3 late collections.

To avoid a late payment fee, please do call the school in advance to inform us on 01395 232614.

Woodbury Preschool fully complies with Devon County Councils Provider Agreement.

Childcare Vouchers and Tax-Free Childcare

Our school will endeavour to accept all types of childcare vouchers.

Our school is [registered](#) for [tax free childcare](#) parents can apply through [Childcare Choices](#) this helps make childcare more affordable. Follow the highlighted links for more information.

Packed Lunch

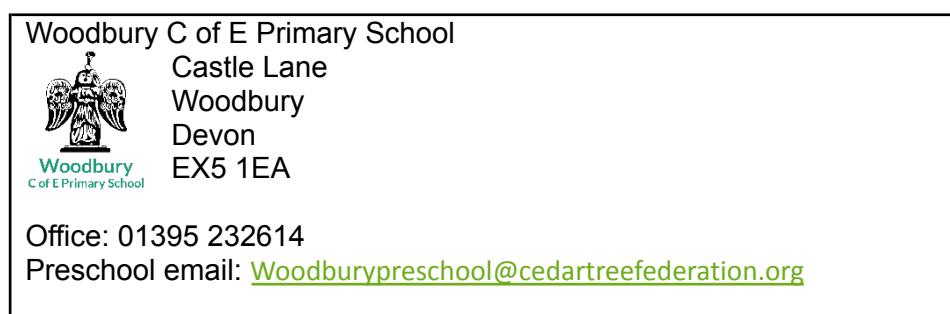
All children will need to provide a healthy packed lunch if attending all day or for an afternoon session. Snacks, milk and water will be provided.

Visiting

We welcome visits from parents and children who are considering applying for a place within our Preschool setting.

Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our Preschool.

If you would like to visit Woodbury Preschool you should contact the school to make an appointment.



Most children will start at the Preschool at the start of the term. Other children join us at half terms. This may be because they are new to the area or would like to transfer from another early year's provider.

Places are not allocated to a child automatically, even where:

- there is an older sibling attending the school.

- a child attends a particular toddler group or Children's Centre
- a parent has expressed an interest at any time in the school;
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission.

We will publicise the need to apply on our school website but the responsibility for making an application will be with you as the parent.

How to apply for a Preschool Place

[Woodbury C of E School - Woodbury Preschool](#)

Parents can initially email us at Woodburypreschool@cedartreefederation.org or call the school on 01395 232614.

Once a space has been confirmed you will be asked to complete our registration form, and pay your refundable deposit.

The closing dates for applications for the Preschool intake is 2 weeks before the end of each half term.

You can apply after these dates, but your application may not be considered until after all the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

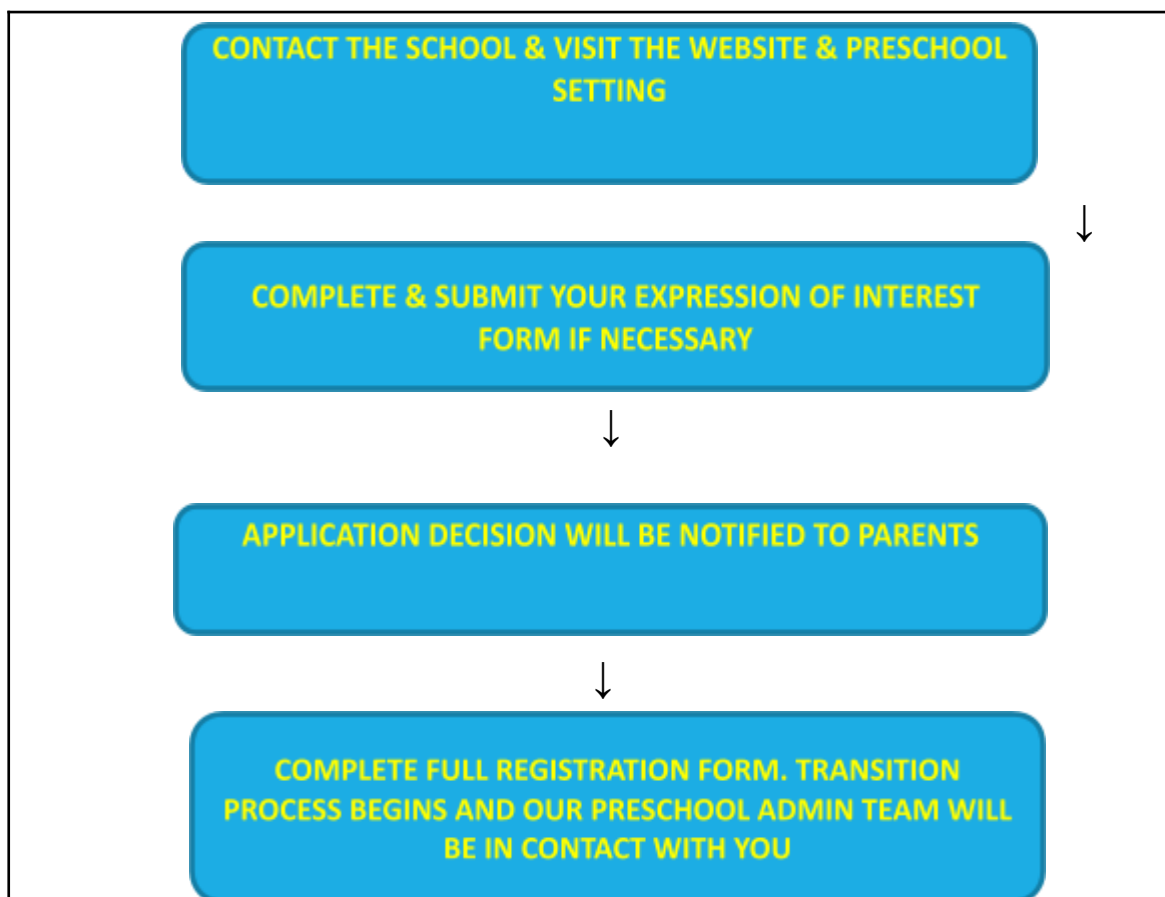
Information Required to be Provided in an Application

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend Preschool and this disadvantages another child.

If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.

You will be asked to provide date of birth evidence so we can check your child's age.

Overview of the Admissions Process



What Happens Next?

If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available will the Cedar Tree Federation governing body prioritise applications according to the oversubscription criteria.

We will endeavour to give the hours requested. It is inevitable, however, that some parents will not be able to access the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.

We will contact successful parents to welcome them to the Preschool and to make arrangements for admission and transition. You will also be contacted if we do not have a place available so that you can apply to another provider or be added to our waiting list.

Published Nursery Admissions Number (PNAN)

The table below sets out our Published Nursery Admissions Number (PNAN) for September 2026 to July 2027:

The maximum number of 3 and 4 year old children that will be admitted at any one time:	8
The maximum number of 2 year old children that will be admitted at any one time	5

This is the number of places we intend to make available for our normal Preschool intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.

The Cedar Tree governing body also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published on our school website.

If there is an increase in the demand for places the Cedar Tree governing body may decide to increase the PNAN in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.

Where the number of applications exceeds the number of places available the (Published Nursery Admissions Number) in the Preschool the Cedar Tree governing body will use the following **oversubscription criteria** to prioritise applications for both funded and bought hours:

A child with an Education, Health and Care Plan naming the school will be admitted.

1. Looked after Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.
2. Children with an exceptional medical or social need to attend this nursery.
3. Children who live in the designated area and are eligible for two-year-old funding.
4. Children who live in the school's designated area who have a sibling at the school.
5. All other children who live in the designated area.
6. Children who live outside of the designated area with a sibling at the school.
7. Children who live outside the designated area who are eligible for the early years funding for two-year-olds.

8. Children who regularly attend (or whose parents attend) a Christian church. To be eligible, children must attend for at least half of their free Early Years entitlement hours at Woodbury Preschool setting. There is no additional priority with regard to sessions other than those funded by the Early Years Entitlement. We will welcome applications for children regardless of where the Early Years Entitlement provision has been.
9. Children of members of staff, who have been employed at the school or Nursery.
10. Other children.

Waiting Lists

Following the allocation of Preschool places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.

If a place is only available for a short period of time, i.e., half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the Preschool for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

Increasing the Hours Attended

Increases of hours will be offered to children within the setting first. However, if additional sessions become available then these will be offered to children on the waiting list.

Admissions Appeals

If a Preschool place is refused, parents can go through the school's complaints process to express their concerns. The Cedar Tree Federation governing body will review the decision and decide whether the refusal was justified on the grounds that the Preschool is full. Even if it is agreed that the Preschool was full, it will also consider the impact on the child and family and may still award a place at the Preschool if there is both the physical space and sufficient staff available.

Transport

No transport is available for Preschool children.

Uniform

Preschool children aged 3 to 4 years old who attend are encouraged to wear a school green jumper (ideally with a school logo) or a green cardigan as their Preschool uniform with their own clothes.

Logo jumpers and cardigans can be purchased from:

PROSERVE
Unit 3 Dinan Way Trading Estate
Exmouth
Devon
EX8 4RS

Telephone number: 01395 222975

proservegroup.com

Preloved uniform is available from the PTFA at ptfawoodburyschool@yahoo.com

Claiming the Early Years Funding

The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day. The provider claims the funding on your behalf.

It is important that parents declare what time is funded elsewhere, with all their childcare providers.

Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

Changes to Attendance

Changes to the times when a child is attending will only be agreed to take effect from the start of a half term.

The oversubscription criteria will be applied to both a) and b) below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.

- a) New applications from parents whose children do not yet attend the Preschool.
- b) Requests by parents whose children attend the Preschool, and they want to increase OR change the times their child attends

It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.

Induction and transition arrangements for starting Preschool

We aim to build strong supportive links between home and Preschool through a carefully planned transition process. All children on arrival to the Preschool will be offered our universal transition provision.

- 1) Preschool setting visit
- 2) Transition pack with 'All About Me' booklet to complete
- 3) Settling in visit(s)
- 4) A key worker is assigned
- 5) Communication with previous settings and/or agencies (if applicable)

Additional transition arrangements will be made for children who are at risk of finding the transition difficult. These arrangements should be flexible and will be agreed in partnership with the Preschool, parents and any other settings or agencies working with the family.

Contacts and Information

Head of School	Miss G Pyle
Preschool Lead	Ms J White
E-mail:	woodburypreschool@cedartreefederation.org
Telephone:	01395 232614
Website:	Woodbury C of E School - Home Woodbury C of E School - Woodbury Preschool

We look forward to welcoming you to our wonderful Preschool setting.