Devon Moors
Federation

SHUTE PRE-SCHOOL ADMISSIONS POLICY 2026 - 2027

Signed by Chair of Governors.....

Agreed at the Full Governing Body Meeting on 24th March 2026

The Governing body will review the policy annually

Shute Pre-school Oversubscription Criteria

September 2026 to July 2027

The Governing Body of the Devon Moors Federation is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications for the Pre-school.

These arrangements seek to comply with the government's School Admissions Code, the Provider Agreement, the Early Education and Childcare Statutory Guidance for Local Authorities and the Co-ordinated Admission Schemes of Devon County Council, the local authority (LA) for this area.

Early Years Entitlement Funding (EYEF)

All 3 and 4 year olds are entitled to a free early education place for 570 hours a year over no fewer than 38 weeks of the year.

Parents can check to find out what funding they are entitled to receive through the governments Best Start in Life Website.

Our Pre-school is an approved provider and can admit three year olds from their third birthday or at the start of the term after they have their third birthday.

We expect to admit children that will be using their EYEF as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. Funding can be shared between settings, although parents cannot use more than two sites in one day.

Admissions to the Pre-School/ FSU

Shute Preschool

- Funded 3 year olds as part of two year old funding who have started in the term in which they have their third birthday.
- Unfunded 3 year olds who have started in the term in which they have their third birthday.
- Funded three and four year olds from the start of term following their third birthday.
- Unfunded three and four year olds from the start of the term following their third birthday.

Patterns of Attendance Available

We are required to offer the Early Years Funding in a flexible way. Our school makes a core offer, during term time only of:

Morning sessions of 9.00am to 12.00pm before lunch

Afternoon sessions of 12.00pm to 3.30pm

All day sessions of 9.00am to 3.30pm

If you choose an afternoon or an all day session this includes the lunchtime period that is [12.00 – 1.00pm]. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Entitlement. Parents may provide a packed lunch for their child or order a school lunch.

For additional hours please see Appendix 1.

Working Entitlement Hours

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

When allocating places the governing body take these extended services for three and four year olds to be an integral part of the nursery provision.

If parents want to buy additional hours on top of the 15 funded hours or the working entitlement, they can do this during any of our opening times. Funding can be shared between settings.

Charging

There is no charge for applying for a Pre-school place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as visits are compulsory.

The school must comply with Devon County Councils Provider Agreement.

Childcare Vouchers

Our school accepts childcare vouchers. If your employer has a different voucher scheme please come to the school office to discuss your requirements.

Tax-free Childcare

We are registered for tax-free childcare.

Find the right offer for you on Childcare Choices

The table below sets out our session times. When applying for a place please tell us what sessions you need. We only consider requests for sessions AFTER the oversubscription criteria have been applied.

Session Choices	Hours	Funded/Bought
9.00 – 3.30	6.5	As part of the EYEF or bought.
9.00 to 12	3	As above
12.00 to 3.30	3.5	As above

Parents only wishing to use their 15 funded hours with us need to choose sessions carefully so that they can access the full 15 hours e.g. sessions of 5 x 3 hours = 15.

Visiting

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. If you would like to visit you should contact the school to make an appointment. We recommend that you book a stay and play taster session before your child starts, once your child has been allocated sessions.

How to Apply For a Preschool Place

Most children will start at the Preschool at the start of the term or half term. Other children join us "in-year" at other times. This may be because they are new to the area, their child turns 3years old or simply would like to transfer from another school or early years setting.

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

- there is an older sibling attending Shute Community Primary School;
- a parent has expressed an interest at any time in the school; or
- the child has always lived close to the school.

To apply for a place at the Pre-School you must complete the Registration and booking forms (available from the school office) and return them to the school.

Where possible please apply for pre-school within the following dates:

By 23rd October 2026 for places in Spring Term (January 2027)

By 12th February 2027 for places in Summer Term (April 2027)

By 28th May 2027 for places in Autumn Term (September 2027)

No places will be held in reserve for a child who applies late and we cannot hold places empty if another child applies for admission. We will publicize the need to apply but the responsibility for making an application will be with you as the parent.

You can apply after these dates but your application may not be considered until after all of 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.

Parents need to check their eligibility for the working entitlement funding as evidence will need to be checked before an offer of a place is made. You will be asked to provide date of birth evidence so we can check your child's age.

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 Governing Body prioritize applications according to the oversubscription criteria below.

By 13th November 2026, 5th March 2027and 18th June 2027 we will contact successful parents to welcome them to the school and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another setting.

Waiting Lists

Following allocation of nursery/FSU places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria below. 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. It is possible that a child's name could go down on a list as well as up.

Points of Admission

Generally, children will start at Pre-school at the beginning of a term. Eligibility for the two year old funding is from the start of the term following a child's second birthday and eligibility for all 3 years olds to receive the Early Years Entitlement Funding (EYEF) is at the start of the term 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.

Children who are eligible 3 years old		
On or after	**And on or before**	**Funding starts this term**
1 September	31 December	Spring (after Christmas holiday)
1 January	31 March	Summer (after Easter holiday)
1 April	31 August	Autumn (after Summer holiday)

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.

The offer of a place at Shute Preschool does not mean automatic entitlement to a place at Shute Primary School and applications must be made through Devon County Council Admissions Team who allocate places. For further information visit the website http://www.devon.gov.uk/admissions or telephone 084551551019.

Published Nursery Admission Number (PNAN)

This is the number of places we intend to make available for our normal 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 LA 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, the number of toilets and hand basins we have and what additional staff may be required.

The Governing Body also factor in the local demand for places and the age ranges of the children wanting a place. If there is a change to the PNAN part way through the year this must be published.

If there is an increase in the demand for places the Governors may decide to increase the PNAN at the start of the following term in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.

The table below sets out our PNAN for 2026-2027

The maximum number of 3 and 4 year old children that will be admitted at any one time in 2026-2027	13

When there are more applications than places available the following oversubscription criteria are applied. School also applies the oversubscription criteria to all applications for 2-year-old places.

Over-subscription criteria for 2026-2027

If there are more applications than places for any admission

Where the number of applications exceeds the number of places available in the Pre-School/FSU the Governing Body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

Any child with an Education, Health and Care Plan naming the School will be admitted.

1. Children in Care or who ceased to be in Care because they were adopted, made the subject of a residence order or made the subject of a special guardianship order.
2. Children for whom exceptional medical or social need is demonstrated.
3. Children who live in the school's designated area with a sibling on roll at the time of application.
4. Other children living inside the school's designated area.
5. Children who live outside of the school's designated area with a sibling on roll at application.
6. Other children.

Notes to oversubscription criteria:
i) If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and the School measured as a direct line from the entrance of the residential dwelling, to the School as plotted on Geographical Information System (GIS) [i.e. the shorter the distance, the higher the priority].

ii) If the tie-breaker at (i) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot.

iii) Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the Pre-School/FSU wherever possible, including offering place(s) above the PNAN.

iv) Where applications are received from families with multiple birth siblings (twins, triplets, etc.) resident in our designated area, every effort will be made to allocate places here, including offering place(s) above the PNAN wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative setting with sufficient vacancies to accommodate both or all of the multiple birth siblings.
v) Waiting lists are kept where there are more applications than places available and as long as there is at least one name.

vi) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the School.

vii) For children of UK service personnel and other Crown Servants the School will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters).

viii) Evidence of exceptional medical or social need will be demonstrated according to the protocol below:

Protocol for Admission of Children with Exceptional Medical or Social Need 2026/27:
Background
1. Parents are invited to express preference for the school they would like their child to attend, together with reasons for preference on the Application Form.
2. In a small number of cases, a preference for this nursery provision will be because a parent feels there is 'exceptional medical or social need' for their child to attend here.
3. The 'exceptional' nature of these cases denotes that they will be individual in circumstance, however, exceptional need could include:
• A serious medical condition, which can be supported by medical evidence;
• The death of a parent associated with another school or early years provision;
• Significant caring responsibilities which can be supported by Social Services;
• Where one or both parents or the child has a disability that may make travel to a school further away more difficult. *
4. It is intended that this protocol may pre-empt some admission appeals where it is considered that exceptional justification to attend this school can be demonstrated before applications are prioritised and processed.
5. It is expected that professional evidence from a social care, medical or education expert, independent of the family would be provided which sets out a reasoned and unequivocal opinion that the child would suffer a significant detriment by not being admitted here.
Practice

6. Where a parent cites exceptional need, or where the Trust/ Governing Body feel the reasons given by a parent for preferring this school on their application form could be considered as such, the protocol will apply. Admissions in the Normal Round
7. Pre-School application forms that indicate exceptional need will be discussed by the Governing Body. Further information may be sought from the applicant if necessary.
8. If the Trust/Governing Body accepts that exceptional need has been demonstrated, the parent will be advised that the application is considered to meet criterion 2. This is not a guarantee of a place although we would not expect to be in a position where criterion 2applicants would be refused admission.
9. Where the Trust/Governing Body does not agree that the need is exceptional, the application will be prioritised according to the school's over-subscription criteria and a place will be offered or refused accordingly.
10. Where the Trust / Governing Body do not agree that the need is exceptional and a place is refused, the parent will have the right of appeal through the schools complaint process.
11. Where the Trust / Governing Body do not agree that need is exceptional, the parent will be able to provide further information for consideration.

* These examples are not meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

In Year Admissions - 'Out of Normal Round'

12. If the Pre-School/FSU has vacancies, the application should not be refused. If the provision has reached or exceeded the Published Nursery Admission Number or other agreed admission limit, the Governing Body will consider whether exceptional need is demonstrated.
13. If the Governing Body feels that exceptional need has been demonstrated, the parent will be advised that a place can be offered to the child here or alternatively the school will signpost the parent to a setting where there are places available.
14. Where the Governing Body do not agree that the need is exceptional, the application will be prioritized according to the school over-subscription criteria and a place will be offered or refused accordingly.
15. Where the Governing Body do not agree that the need is exceptional and a place is refused, the parent will have the right of appeal through the schools complaints process.
16. Where the Governing Body does not agree that need is exceptional, the parent will be able to provide further information for consideration.

Contacts and Further Information

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Policy version

This policy was determined by the Devon Moors Governing Body May 2014.

It will be reviewed annually in the second half of the Spring Term.

Reviewed: Devon Moors Federation March 2026.

Appendix 1

Additional hours

If you want to buy additional hours on top of the 15/30 funded hours you can do this during any of our opening times at our current hourly rate. Please see the Administrator for details.

This schedule is to be reviewed annually in the summer term.