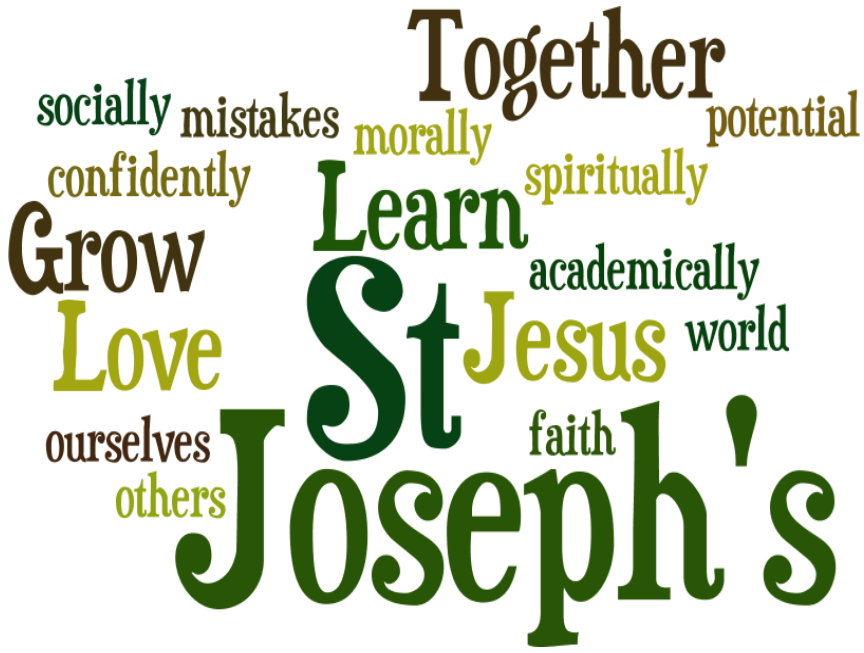
St. Joseph's
Catholic Primary School

St Joseph's Preschool Admissions Policy 2027-2028



Date approved:	
Date to be reviewed:	

BACKGROUND

St Joseph's Catholic Primary School is part of St Thomas Catholic Academies Trust. The admissions authority for the school is the Board of Directors of the St Thomas Catholic Academies Trust, who have responsibility for admissions to the Preschool. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Academy Committee.

Our ethos is rooted in Christian Gospel values and the teachings of the Roman Catholic Church. We ask all parents applying for a place to respect this ethos and its importance to our school community. This does not affect the rights of parents who are not of the Roman Catholic faith to apply for and be considered for a place.

ADMISSIONS

- Admission to **St Joseph's Preschool does not guarantee** a place in Reception.
- Admission to Reception is administered separately by **Buckinghamshire Council**.

Opening Hours and Funded Hours Availability

St Joseph's Preschool operates **term time only (38 weeks)**.

Session times

- Morning: **8:30am – 11:30am**
- Afternoon: **11:30am – 2.30pm**
- Full day: **8:30am – 2.30pm**
- Additional Bolt On: **2.30pm-3.30pm**

Funded early education hours may be accessed **flexibly across these sessions**, including full days.

There are **no artificial breaks** within funded hours. Parents may access funded hours at the stated times **without being required to purchase additional private hours**.

Additional (Non-Funded) Provision
Additional 'bolt-on' sessions at the end of the day may be available. These are offered on a paid basis (£6.50 per hour) and are not included within the funded early education entitlement. Availability is subject to staffing and ratios.

Funded Early Education Entitlements Offered

St Joseph's Preschool offers the following funding streams, subject to eligibility:

- **15 Hour Universal Entitlement**
  For all eligible 3 and 4 year olds (570 hours per year)
- **30 Hour Working Parent Entitlement**
  For eligible 3 and 4 year olds (1140 hours per year)
  Please note that there are only five 30-hour places available. These will be allocated in accordance with the published admissions criteria.
  Limited places may be available for eligible 2–3 year olds, subject to suitability and staffing ratios
- **Disadvantaged (FRAS) 2 Year Old Entitlement**
  15 hours per week / 570 hours per year

Parents must provide valid eligibility codes where required and are responsible for reconfirming codes each term in line with Government deadlines.

Parents may request additional sessions beyond their funded entitlement, subject to availability. Where sessions are not fully funded, charges will apply in line with the Preschool fees structure.

Admission of Two-Year-Olds

St Joseph's Preschool may admit children from the age of two, including children accessing funded entitlement and privately funded places.

- All two-year-old applications require a **meeting with the Early Years Leader** before admission.
- Admissions are considered individually, based on the child's needs, development, readiness, and the Preschool's capacity to provide safe and appropriate provision.

ADMISSIONS PROCEDURE AND APPLICATION DEADLINE

Before compulsory education begins, every child is entitled to **15 hours of funded early education** from the term following their third birthday (Universal Funded Entitlement).

Parents may request additional sessions beyond their funded entitlement, subject to availability. Where sessions are not fully funded, charges will apply in line with the Preschool fees structure.

In exceptional circumstances, children may be admitted following their second birthday after discussion with the Early Years Leader. Admission decisions for children aged two to three will be based on the child's needs, readiness, and the Preschool's capacity to provide appropriate provision safely.

Application Deadlines

Parents applying for a place must complete the Preschool admission form and submit it to the school office by the following dates:

Entry to Preschool	Application deadline	Confirmation of place
September entry	31 March	1 May
January entry	30 September	1 November
April entry	31 December	1 February

Applications will be considered according to the criteria in this policy, without reference to ability or aptitude. Late applications will be considered after those received by the deadline.

To accept a place, a **£100 deposit** is payable unless the child's attendance is fully funded. Where applicable, the deposit will be deducted from Preschool fees when the child starts. In all other cases, the deposit is non-refundable.

ADDITIONAL CHARGES

The following charges may apply to all children, including those accessing funded hours:

- **Educational outings:** charged separately where applicable, with advance notice

No additional charges are made as a condition of accessing funded early education hours.

Parents will receive **clear invoices** showing:

- funded hours claimed
- additional bolt on charges (where applicable)

A **sample invoice** is available on request to support transparency for families.

ADMISSIONS CRITERIA

The planned admission number is **48 places**. In the event of oversubscription, places will be allocated in the following priority order:

1. Looked after and previously looked after children (including those adopted from care overseas).
2. Baptised Catholic children resident in the relevant parishes (St Joseph's, Chalfont St Peter (which includes The Most Holy Name Church, Denham and Bridgettine Convent, Iver and St Teresa's, Beaconsfield), with a sibling attending the school.
3. Other baptised Catholic children.
4. Siblings of children already on roll at the expected date of admission.
5. Children of staff employed at the school for more than two years at the time of application.
6. Children of other Christian denominations supported by a priest or minister.
7. Children of other Christian denominations without ministerial support.
8. Children of other faiths.
9. Any other children.

Within each category, priority will be determined by:

a) exceptional social or medical need (with evidence),
b) sibling link,
c) previous attendance at St Joseph's Preschool,
d) proximity to the school (straight-line distance).

ALLOCATION OF PLACES

Applications must be made directly to the school using the official Preschool admission form. There are three intakes each year: **September, January and April**.

Remaining places will be allocated in line with the admissions criteria and waiting list order.

ATTENDANCE AND LOSS OF PLACE

Regular attendance and punctuality are essential for children to benefit fully from Preschool provision. Persistent absence or lateness may result in a review and, where necessary, withdrawal of the place following discussion with parents.

TRANSFER FROM PRESCHOOL TO RECEPTION

Attendance at St Joseph's Preschool does **not** guarantee admission to Reception. Parents must apply separately through **Buckinghamshire Council**.

Preschool staff will work closely with parents and receiving schools to support a smooth transition for all children.

WITHDRAWAL AND CHANGES TO SESSIONS

One month's notice is required for any reduction or change to sessions. Withdrawn places cannot be held and will be offered to the waiting list. Children leaving and later returning must reapply.

APPEALS

Parents may appeal against an admissions decision to the Admissions Committee. Details of the appeals process are available from the school office.

WAITING LIST

The Preschool maintains a waiting list ranked in line with the admissions criteria. Parents will be contacted periodically to confirm continued interest.

HELP AND ADVICE

For further advice, please contact:

Admissions Officer
St Joseph's Catholic Primary School
Priory Road
Chalfont St Peter
Buckinghamshire SL9 8SB
Tel: 01753 887743
Email: admin@stjosephschalfont.school