

The South Hams Federation

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Loddiswell Pre School Admissions Policy

January 2026

Approved by:	Tessa Coulthard	Date: January 2026
Last reviewed on:	January 2025	
Next review due by:	January 2027	

As a/community school Devon County Council (DCC) is the admission authority and has responsibility for setting these admission arrangements. The decision-making process is delegated to the schools governing body; the oversubscription criteria and pre-school admissions policy set by DCC must be followed.

1. The Ethos of Loddiswell Pre School

“Together we value, inspire, achieve and believe which empowers us all to be the best we can be”

At Loddiswell Pre School we aim to provide a warm, caring and varied environment in which a child feels secure enough to explore and express his or her physical, emotional and intellectual and social skills.

We value the children’s opinions and feelings and support them to value the opinions and feelings of others.

We provide a setting where choice and imagination are promoted, where there are high expectations and children are encouraged to take risks and learn from their mistakes.

We are committed to providing a smooth transition to primary school and seek to provide learning opportunities that are appropriate to each child’s individual needs.

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

2.1. All two, 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.

2.2 If you are not sure whether you can get a funded place for your two-year-old, you should [check here](#).



<https://www.devon.gov.uk/eycs/for-providers/business-finance-and-funding/early-education-for-2-3-and-4-year-olds/>

2.3 We expect to admit children that will be using their Early Years Funding 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. The maximum amount of funded time that can be taken in a day is 10 hours; parents cannot use more than two sites for funded early years places in one day.

3. Admissions to the preschool

3.1. Loddiswell Pre School admits:

- Two-year-olds are funded from the start of the funding period following their second birthday.
- Non-funded two-year-olds from the start of the term following their second birthday.
- Early Years funded three- and four-year-olds
- Non-funded three- and four-year-olds

4. Points of Admission to Pre School

- 4.1. Generally, children will start at /preschool at the beginning of a term. 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-year-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.

5. Patterns of attendance available

- 5.1. We are required to offer the Early Years Funding in a flexible way. Our pre school makes a core offer for the **universal** 570-hour entitlement of:
- Morning sessions of 8.55am to 12.00pm and
 - Lunchtimes from 12.00 to 1.00pm
 - Afternoon sessions of 12.00pm to 3.25pm and
 - All day sessions of 8.55am to 3.25pm
- All sessions take place during term time only.
- 5.2. Our all year-round offer is during term time (38 weeks) .
- 5.3. Families that require a longer day than we can offer should contact the providers that we partner with; these are the after school club at Loddiswell Primary School - you can also access information about services at [Pinpoint](#)

6. Charging

- 6.1. There is no charge for applying for a place, for admission or for the provision of the funded entitlements. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory. We charge a £25 per day deposit to book a place in the preschool. The deposit is refundable within a month of your child starting. If you choose not to take up a place the deposit will not be returned.
- 6.2. The school must comply with Devon County Councils [Provider Agreement](#).

7. Childcare Vouchers and Tax-Free Childcare

- 7.1. Our school accepts childcare vouchers Edenred
- 7.2. Our school is [registered](#) for [tax free childcare](#) parents can apply through [Childcare Choices](#) this helps make childcare more affordable.

8. Visiting

- 8.1.** 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. 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 Loddiswell Pre-School you should contact us to make an appointment. 01548 550673 or contact Loddiswell Primary School- 01548 550295
- 8.2.** Most children will start at the preschool at the start of the term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another early year's provider.
- 8.3.** Places are not allocated to a child automatically, even where:
- there is an older sibling attending here;
 - a child attends a particular toddler group or Children's Centre attached to the school.
 - a parent has expressed an interest at any time in the school; or
 - the child has always lived close to the school.
- 8.4.** No places will be held in reserve for a child who applies late; the preschool cannot hold places empty if another child applies for admission.

9. How to apply for a Pre school place

- 9.1. Parents must complete both a pre-school application form and return it to the school.**
- 9.2.** The closing dates for applications for the preschool intake are 1 April, 1 July and 1 January. 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.

10. Information provided in an application

- 10.1.** 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.
- 10.2.** 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.
- 10.3.** You will be asked to provide date of birth evidence so we can check your child's age.

11. What happens next

- 11.1.** 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 we prioritise applications from pupils as outlined below.
- 11.2.** We will endeavour to give the hours requested on the Parent application form. It is inevitable, however, that some parents who have been prioritised 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.
- 11.3.** By 1 May, 1 October and 1 February we will contact successful parents to welcome them to the preschool 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 provider.

12. Overview of the Admissions Process

1) Visit the preschool in:	Spring term	Summer term	Autumn term
2) Apply by:	1 May	1 September	1 January
3) Admissions panel meet in:	May	September	January
4) Receive a letter about your application before:	May half term	October half term	February half term
5) Reply to the letter	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school
6) Start at Preschool (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

- 12.1.** Where the number of applications exceeds the number of places available the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

Where the number of applications exceeds the number of places available the (Published Pre-school Admissions Number) in the preschool we 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 preschool 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 pre-school .
3. Children who live in the designated area and are eligible for two-year-old funding.

[Check your eligibility for two-year-old funding and free school meals in the pre-school](#)

4. Children of federation staff
5. Children who live in the school's designated area who have a sibling at the school.
6. Children due to start school the following September.
7. All other children who live in the designated area.
8. Children who live outside of the designated area with a sibling at the school.
9. Children who live outside the designated area who are eligible for the early years funding for two-year-olds.
10. Other children.

13. Waiting lists

- 13.1. Following the allocation of preschool places we 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.
- 13.2. 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.
- 13.3. Parents with children that are not due to start within the next two terms, will be asked to complete a note of interest and told when they should apply.

14. Increasing the hours attended

- 14.1. If a place/session becomes available part way through a term and there is a waiting list, priority for the place/session will be given to the children on the

waiting list. If the parents on the waiting list do not want the sessions as the times that are available, then they can be offered to parents of children who are already attending the preschool. Similarly, if there is not a waiting list and there are parents of children that already attend the preschool who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made, and the oversubscription criteria will be applied to determine who should be given priority for that place.

15. Admissions appeals

- 15.1.** If a preschool place is refused, parents can go through the school's complaints process to express their concerns. The governing body will review the decision and decide whether the refusal was justified on the grounds that the pre-school 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.

16. Transport

- 16.1.** No transport is available for pre-school children.

17. Claiming the Early Years Funding

- 17.1.** 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.
- 17.2.** It is important that both the school and parent can see what time is funded and what time is being bought.
- 17.3.** Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.
- 17.4.** For all enquiries please refer to: <https://www.childcarechoices.gov.uk/upcoming-changes-to-childcare-support/>

18. Changes to attendance

- 18.1.** Changes to the times when a child is attending will generally only be agreed to take effect from the start of a 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 pre-school .
 - b) Requests by parents whose children attend the pre-school, and they want to increase OR change the times their child attends

18.2. 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.

19. Induction and transition arrangements for starting preschool

Please bring your registration form and “All About Me” sheets if these have not already been handed in. Pupils are welcome to start for their full sessions from the start if required. If your child is not settling or requires a phased transition into pre-school, we will discuss this on an individual basis.

20. Contacts and further information

E-mail:	loddiswellpreschool@southhamsfederation.org.uk
Telephone:	01548 550673
Website:	https://www.loddiswellprimaryschool.co.uk/pre-schools