



Little Devonshire Pre School Admissions Policy

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Maintenance	FGB
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Review Date	Autumn Term 2028
Signed by	 Mrs E Hodge (Headteacher) 1.9.2026
	 Mrs K Edern (Chair of Governors) 1.9.2026

Introduction

Devonshire Road Primary School is a happy and successful school community where we extend a warm welcome to all. From January 2027 we are proud to open “**Little Devonshire Pre School**” and extend our provision to 26 children between the ages of three and four, up until when they are ready to go into reception year.

Our mission for Little Devonshire Pre School is the same as it is for the rest of our learners. We strive to inspire, nurture high aspirations; achieve great standards of learning and remove any perceived ceilings of achievement. We will work hard to ensure that our children are happy, nurtured and ready for school.

Our partnership with parents and carers is vitally important to us. We firmly believe that our children have the best chances when we work together as a home-school team. Little Devonshire Pre School is fully managed and operated by the school as an integral part of our educational setting. As such, the Pre School adheres to all of the school’s policies and procedures, including those relating to safeguarding and safer-recruitment, health and safety, behaviour, staff conduct and SEND, ensuring a consistent and high standard of care and practice across the whole school.

Admissions Priority Guidance for Little Devonshire Pre-School

At Devonshire Road Primary School, we welcome applications for our Little Devonshire Pre School children below statutory school age (we currently only accept children age of three or above). Admissions for Little Devonshire Pre School will be handled by the school. They will be allocated by the headteacher as they become available. **NB: *Please note that admissions to Devonshire Road Primary School reception class are handled by the local authority meaning that securing a place in our pre-school does not guarantee a place at Devonshire Road Primary School reception class. Parents/carers wanting their child to move onto Devonshire Road Primary School, will need to apply through [the local authority](#).***

Our aim is to provide an inclusive and nurturing environment where every child can thrive.

Places are allocated by the headteacher when they become available with consideration to:

- Children with siblings in Devonshire Road Primary School or Little Devonshire Pre School
- Children who don’t already have a setting
- Children who live nearest to school
- Children of Devonshire Road staff (as long as the safeguarding ratios are maintained)
- Date of application received

A child or family’s vulnerability will never be a barrier to consideration of an application.

In line with our duties under the Equality Act 2010, we make reasonable adjustments to enable children with additional needs to access and take part in our provision, and we keep those adjustments under review. We work in partnership with parents and carers, Startwell and external professionals to understand each child's needs and put the right support in place. For more on reasonable adjustments, see our [Equality Act 2010: reasonable adjustments](#) guidance.

Occasionally, after fully considering the adjustments available to us and taking professional advice, there may be an exceptional case in which we conclude that we cannot meet a particular child's needs safely and appropriately even with those adjustments in place. In that event we will explain our reasons clearly and in writing and work with the family and the local authority to identify suitable alternative provision. Any such decision is based on the individual circumstances of the child and is not a general position on admitting children with SEND. Our priority is always to act in the best interests of the child, balancing their needs with the practical capabilities of our setting.

Timetables

Little Devonshire Pre School is open Monday to Friday 8.45am-3.30pm. We are open **term time only**. We have the same school holidays and training days as Devonshire Road Primary School. Subject to availability, Little Devonshire Pre School will offer full or part-time places with the option to stay for lunch. Models of the provision can be seen below.

Part-time places are either five mornings per week (8:45am – 11:45am) or five afternoons per week (12:30 – 3:30pm).

Full time places consist of five days per week (8:45 – 2:45pm). This place can be extended to 3:30pm daily but the extra 45 minutes is **not** covered by government funded hours so will be paid for by parents and carers.

Unfortunately, we cannot be flexible with changing days unless it is a permanent change and only when there is availability. Wherever we can, we will try to accommodate changing of days in cases of emergency or under special circumstances.

Model 1 – 15 hours

8.45-11.45	Monday	Tuesday	Wednesday	Thursday	Friday
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Model 2 – 15 hours

12:30 – 3:30pm	Monday	Tuesday	Wednesday	Thursday	Friday
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Model 3 – 30 hours

8.45-11.45	Monday	Tuesday	Wednesday	Thursday	Friday
11.45-12.30	Lunchtime in school – packed lunch or school lunch (see current prices- payable weekly)				
12.30-2.45	Monday	Tuesday	Wednesday	Thursday	Friday

Model 4 – 30 hours plus top up of 3.75 hours for *£ see current fees

8.45-11.45	Monday	Tuesday	Wednesday	Thursday	Friday
11.45-12.30	Lunchtime in school – packed lunch or school lunch (see current prices- payable weekly)				
12.30-3.30*	Monday	Tuesday	Wednesday	Thursday	Friday
* £ see current fees for the child to stay an additional 45 minutes each day until 3:30pm					

* Appendix A

Should your requirements not match any of these models, please contact us to discuss your requirements as we may have a limited number of flexible places.

The school reserves the right to offer **phased, staggered and reduced timetables**, this is especially important if we need to understand the needs of children who may have complex needs, or who require individualised staffing support where appropriate.

In all cases, we will work with parents/carers to try to understand any specific requirements a child may have.

Fees and Funding

Fees are at the current fee schedule which is outlined in our appendices.

Fees are based on booked days and all fees are still charged regardless of attendance. Unfortunately refunds and credits cannot be given.

The setting reserves the right to reasonably and appropriately increase fees at any time giving at least one calendar month notice of the proposed increase to parents/guardians and with the approval of the governing board.

Parents and carers will be issued in advance with a monthly invoice and those qualifying for funding will have this entitlement deducted from the invoice. Late payments will be handled in line with the school's Charging and Remission Policy.

Unfortunately, the government funding does not cover food in pre-school. Children staying over the lunchtime period will be invited to bring their own healthy packed lunch and healthy snacks for the day in line with the healthy eating guidelines for EYFS (more details are provided in the EYFS handbook). There is an option for lunch to be provided by the school. These will be charged at the current rate and will feature on your monthly invoice.

All fees not covered by the Early Education Entitlement are the parents/carers' responsibility and are payable on the first working day of each month in advance. This will be done via the MCAS app, card payment or cash.

Government funding

Little Devonshire Pre School admits government funded children from the term *following* a child's 3rd birthday. Applications should be made at least one term before your child turns three.

Child's birthday	When you can claim
1 st January – 31 st March	The beginning of term on or after 1 st April
1 st April – 31 st August	The beginning of term on or after 1 st September
1 st September – 31 st December	The beginning of term on or after 1 st January

We may be able to facilitate an earlier start from your child's 3rd birthday. This is subject to availability, and a fee may be applicable. This will be decided on a case-by-case basis. Please contact the office to discuss your requirements.

Funded Universal 15 hours at 3 years old

All children are entitled to 15 hours per week for 38 weeks per year (570 hours per year) from the start of the term following their 3rd birthday. Please refer to HMRC website <https://www.childcarechoices.gov.uk/>

Funded 30 hours per week at 3 years old

Working parents of children from 9 months up to 4 years old can claim an *additional* 15 hours of funded childcare if they earn at least the National Minimum Wage for 16 hours a week on average and neither parent earns over £100,000. [Free Childcare for Working Parents: Overview - GOV.UK](#)

Parents/carers will be required to complete the necessary information on the application form which collects information to assess which funding parents/carers are entitled to (please see appendix).

Parents/carers are advised to visit the Government website www.childcarechoices.gov.uk to assess childcare choices available to them.

Tax Free Childcare Vouchers

Devonshire Road Primary School accepts childcare vouchers.

Attendance and Punctuality:

It is important for your child's education and wellbeing that they stick to their pre-school routine as much as possible. We strongly advise that you send your child to pre-school on time for each of their booked sessions. This creates important habits for the future and ensures that your child accesses all of the opportunities we set out for them at Little Devonshire Pre School.

We understand that you may want to take your child on holiday during term time, before they turn statutory school age. We ask that you kindly notify school of holidays in advance and also send us evidence of your return date. Fees will still be charged during holiday absence and, unfortunately, new Local Authority guidance means your child's pre-school place is at risk if they are absent for longer than two consecutive weeks.

If children in receipt of early years funding (working families, funded 2-year-olds or universal 3- and 4-year-old places) are going to be absent from the setting, for periods longer than two weeks (e.g. due to illness or extended holidays), providers should notify Early Years Finance who will advise if the child can be kept on the headcount to hold the place open at the setting. Bolton Startwell Attendance Guidance November 2025

Withdrawal

Little Devonshire Pre School reserves the right to suspend or end a child's placement without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in our care.

The contract may be ended by the pre-school with immediate effect if any of the following apply (including and not limited to):

- Verbal or physical abuse to any of the staff
- Failure to pay fees
- Continual lateness or failure to take up funded place
- Poor attendance which prevents us from delivering the best service to our community.

Parents/carers agree that a minimum notice of one calendar month (notice to be given in writing) will be given for permanent withdrawal or reducing hours of any child from care. It is the responsibility of the parent/carer to ensure that the notice has been received by the office in writing. No exceptions will be made.

Appendix A. Summary of Fees

Item	Cost	Details	Payment Method
15-hour Universal Funding	£0	Government funded	N/A
30-hour working family funding (if eligible)*	£0	Government funded	N/A
Snack	£0	Provided by school	N/A
School lunch	£2.75	Optional-healthy packed lunch	MCAS or chq/cash/card
Additional session (3-hour)	£16.50	Subject to availability	MCAS or chq/cash/card
Additional 45 minutes	£4.00	(if attending 8:45am-3:30pm)	MCAS or chq/cash/card
Adhoc charges	TBC	Option- supports enrichment	MCAS or chq/cash/card

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- Eligible families can claim 30 hours of free childcare for 38 weeks of the year; you can check whether you are eligible by visiting [gov.uk](https://www.gov.uk).
- Although school are able to offer support, it is the **parent/carers responsibility** to ensure they have applied for Free Childcare for Working Parents; the application process can be accessed [here](#).
- Eligibility **MUST** be confirmed every three months and you **MUST** provide the school with your subsequent 'eligibility code'.
- If school are not provided with the code in a timely manner, we reserve the right to withdraw the child's place or charge for the unfunded hours.

Appendix B. Application Form

DEVONSHIRE ROAD PRIMARY AND LITTLE DEVONSHIRE PRE SCHOOL

NURSERY APPLICATION FORM January 2027

(Age 3-4 years)



NB: Please note that admissions to Devonshire Road Primary reception class are handled by the local authority meaning that securing a place in our pre-school does not guarantee a place at Devonshire Road Primary School reception class. Parents/carers wanting their child to move onto Devonshire Road Primary School, will need to apply through the Local Authority.

Child's Surname: _____	First name(s): _____
Date of Birth: _____	Boy/Girl: _____
Home Address: _____ _____ _____ Post Code: _____	
<i>(NB: This must be where the child normally lives and we may check this. The address of a childminder, grandparent or any other person looking after your child during the day must not be used.)</i>	
Parent (s) Title: Dr/Mr/Mrs/Ms/Miss: _____	Parent (s) Initials: _____
Parent (s) Surname: _____	Email: _____
Home Tel No: _____	Mobile Tel No: _____
Is the child currently in the care of a Local Authority or has previously been in the care of a Local Authority and is now adopted, subject to a residence order or a Special Guardianship Order (i.e. a Looked After Child or a Previously Looked After Child)?	
If 'Yes', please tick the box ☐ and provide supporting documentary evidence.	

Will an older brother or sister attend Devonshire Road Primary School at the time of admission? **YES/NO**

If 'YES', please give name of brother or sister and date of birth (where more than one please list the youngest):

Name: _____

Date of Birth: _____

Are there any exceptional family, social, SEND or medical need which makes this school's pre-school the most suitable one for you child? If so, please give details below. If you wish the head teacher to consider this, please provide written support. This could be a letter from your doctor, social worker, educational psychologist or any other professional person.

If you are successful in being offered a place in our pre-school, please state below all session options that you would be interested in your child attending:

Morning session only 8:45am-11:45am ☐

Afternoon session only 12:30pm-3:30pm ☐

Full Day: ☐

- 8:45am – 11:45am morning session
- 11:45am-12:30pm lunchtime
- 12:30pm-2:45pm afternoon session

Full Day: ☐

- 8:45am – 11:45am morning session
- 11:45am-12:30pm lunchtime
- 12:30pm-3:30pm afternoon session * fee applies for additional 45 minutes

I am entitled to 30-hour Free Childcare for Working Parents **YES/NO** (additional afternoons maybe self-funded, if you are not entitled to Free Childcare for Working Parents – refer to Appendix A for Summary of Fees)

Options above assume places are allocated for the full week (Monday-Friday), if your preference is for select days only, please state the required days below.

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Places will generally be offered for children to start Little Devonshire Nursery the term after they turn 3, however, we may be able to facilitate an earlier start from your child's 3rd birthday. This is subject to availability, and a fee may be applicable. This will be decided on a case-by-case basis. Would this option be of interest? **YES/NO**.

I confirm that the information above is correct.

Signed: _____ Date: _____

(Father, Mother or person with Parental Responsibility)