

The Seedlings Day

Seedlings Preschool operates the following daily structure:

Time	Activity
8:45–9:00am	Gate opens
11:45am–12:15pm	Lunch time
3:00–3:15pm	All children must be collected within this window

All children and parents must adhere to these timings to support safe and consistent routines.

Capacity

Seedlings Preschool can accommodate a maximum of **24 children** at any one time.

Admissions Overview

Seedlings offer three entry points each academic year:

- **September**
- **January**
- **April** (date may vary depending on Easter)

Children become eligible for a place from the term after their 3rd birthday. Children may therefore attend for between **three and five terms**, depending on birth date.

A **minimum attendance requirement of 3 sessions per week** applies to all children. Applications may be submitted at any time.

Session Structure and Attendance Patterns

From September 2026, the following attendance patterns will apply:

Available Attendance Options

Families may request:

- Three full days
- Five full days

Minimum Attendance

All children must attend a minimum of 3 sessions per week.

Pick Up Times

- All children must be collected between 3:10–3:15pm for the end of the day.

Changes to Attendance Patterns

- If additional sessions become available, they will first be offered to children not currently attending on those days.
- Any further places may then be offered to other families, depending on availability.

Free Early Education Entitlement

All children are entitled to up to **15 funded hours** per week from the term after their third birthday. Parents may request up to **30 hours**, depending on eligibility and space. *Funding may be shared between two childcare settings.*

Additional hours above the funded entitlement will be charged at the school's published rate.

- Please refer to the 30-hour information document for more information.

Allocation of Places

September Intake

Applications submitted by the second Friday in April are considered together.

Places are allocated in line with the Preschool's session structure and available capacity. **Priority is given first to children able to attend five full days per week**, followed by children attending three full days per week.

Priority is given to:

- Children due to start school the following September
- Children with additional needs, agency referrals, or siblings at Forest & Sandridge
- Children with other significant family circumstances
- Children living closest to Seedlings Preschool

Where places cannot be offered, children will be placed on a waiting list. **Children already on the waiting list will be considered before new applications** should places become available, using the same priority criteria.

January & April Intakes

Places for January and April are offered where availability allows and in line with the same attendance expectations and priority criteria.

Where demand exceeds availability, priority will be given to children able to attend **five full days per week**. If the Preschool is full, children may be prioritised for the next available September intake or placed on the waiting list.

Required Documentation

Before a child starts, the following must be completed:

- Viewing of **birth certificate or passport**
- **Wiltshire Council funding forms**
- Seedlings registration paperwork (medical details, allergens, contacts, collection password)

Birth certificates and funding forms should be brought to and completed at the **first settling session**.

Notification of Places

- Applications are acknowledged within **4 weeks**.
- Offer letters for September places are issued by **end of April**.
- Parents must respond by the given deadline or the place may be forfeited.

There is **no appeal process** for Preschool places.

Waiting Lists

- Payment cannot be made to hold a place.
- Children who do not secure a place may be prioritised for the next academic year.
- Individual applications are not discussed with other parents.

All decisions are final.

Curriculum and Cohort Considerations

Seedlings aim to balance provision for:

- Children nearing school age
- Younger children just starting
- Those who may otherwise repeat curriculum content

These factors may be considered when allocating additional places.

Preparation for September

“Getting to know your child” forms will be sent out to parents before the end of term 5 and returned before the end of terms 6.

Settling in sessions will be organised before your child starts or at the beginning of term 1.

Policy Review

This policy will be reviewed annually or sooner if required.