



St Gabriel's Catholic Primary School

Pre-School Admissions Policy 2026

Mission Statement

'Nurturing Hearts and Minds'

God's love is at the heart of all that we do at St Gabriel's Catholic Primary School.

Hearts and Minds are nurtured in a stimulating and safe environment. We believe that every child is unique and we nurture each child through a creative and rounded curriculum to reach their full potential. Talents are celebrated and differences are respected within a strong, supportive Catholic community.

At St Gabriel's, children learn to love, respect and care for each other and God's entire world. Our school is a place where children are filled with a love of life and learning.

St Gabriel's Pre-School Admissions Policy

1. Introduction

We welcome children and families into our nurturing Pre-School environment where children can grow, learn, and flourish. This Admissions Policy outlines how places are allocated and the process for enrolling your child at our setting. Our aim is to be open and inclusive, offering a fair admissions process in line with our commitment to equal opportunities.

2. Intake Periods

We offer two main intakes per academic year:

- **September Intake:** Our main annual intake for children aged 3 and above.
- **January Intake:** Subject to availability, we may offer places to older 3-year-olds who turn 3 before the end of the autumn term and meet the age eligibility criteria.

Children must be at least **3 years old** on or before **31st August** (for September intake) or **31st December** (for January intake) to be considered. January intake places will be allocated on eldest first.

3. Expression of Interest & Registration

- Families can express interest in a place for their child at **any time** by contacting the Pre-School and completing our **Expression of Interest Form**.
 - Upon being offered a place, families are required to pay a **£50 fee**.
 - This fee is refundable after the child completes their first full term with us.
 - Alternatively, the fee can be **donated to the Pre-School**, contributing towards:
 - A book bag
 - A drawstring bag
 - Stay and Play settle-in sessions
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4. Minimum Attendance Requirement

To ensure consistency, routine, and the best possible experience for children, we require that all children attend a **minimum of four sessions per week**. The minimum combinations accepted are:

- **4 morning sessions**

- **Two full days**
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5. Admission Criteria & Allocation of Places

Places are allocated on a first come first served basis, in the event that we have a waiting list, places will be allocated in accordance to the main school, please see the school's admissions policy on our website. <https://www.stgabriels.cheshire.sch.uk/>

We aim to meet family preferences as far as possible but cannot guarantee specific session days or times.

Our pre-school offers 25 available places per day. We do not operate with a fixed maximum number on roll because children attend a variety of different sessions.

Please note, attending the Pre-School does not guarantee enrolment to the main school. Applications have to be made through the council from 1st September – 15th January in the year before the child is due to start and places are offered in accordance to our school's admissions policy.

6. Equal Opportunities

We are committed to providing an inclusive environment where all children and families feel valued and respected. Although we are a Catholic school, we welcome children from all backgrounds.

7. Settling in Process

We understand that starting Pre-School is a big step for both children and parents. Our **Stay and Play sessions** are designed to help children settle in gradually and comfortably. These sessions are available to all new starters and are funded in part by the registration fee.

8. Deferring or Declining a Place

If a place is offered and a family chooses to defer the start date or decline the offer, their place may be offered to another child on the waiting list. We will aim to accommodate deferred starts where possible, but this is subject to availability.

9. Early Years Funding & Fees

Eligible families can access **15 or 30 hours of Early Years Funding**. Any additional sessions beyond funded hours will be charged at our current hourly rate. Details of fees and funding options are provided in our 'Pre-School Charging and Remissions' policy.

10. Changes to Policy

This policy is reviewed annually and may be updated at any time to reflect changes in funding, local authority guidance, or operational requirements.

11. Contact Information

For further information or to request an Expression of Interest Form, please contact us directly:

Jenny Cookson – Pre-School Manager

preschool@stgabriels.cheshire.sch.uk

01270875770 (option 3)