



PRE-PREP ADMISSIONS POLICY

Admissions Policy

(including EYFS)

Action	Policy to be reviewed annually	
	Responsible	Date
Reviewed	Sophie Stephens	Summer 2026
Approved	Amanda Waters	Summer 2026
Next review	Sophie Stephens	<i>Summer 2027</i>

Gresham's Nursery & Pre-Prep School is not a selective school and prides itself on catering for children with a wide variety of academic abilities, interests, talents and backgrounds.

Occasionally the school may not wish to admit a pupil because it is felt that he or she will not thrive in the environment that the school offers or that the school does not have the expertise to deal with the child's needs.

Applications and Admissions Process

1. Enquiries

All initial enquiries regarding admission to Gresham's Nursery & Pre-Prep School should be directed to the Pre-Prep Admissions Office. Information about the School, including the admissions process, is available on the School website and on request from the School Office.

2. Visits

Prospective parents are encouraged to visit the School (with or without their child) to see it in operation and to meet key members of staff. Visits take the form of an individual tour and enable families to determine whether the School is a suitable environment for their child.

3. Application

Following a visit, parents wishing to apply for a place for their child must complete the School's Registration Form and pay the non-refundable registration fee. Submission of an application form constitutes an expression of interest only and does not guarantee the offer of a place.

As part of the application process, parents must provide accurate and complete information about their child, including details of:

- date of birth (with supporting documentation);
- current or previous educational setting;
- any medical conditions, allergies, disabilities or special educational needs.

Parents are required to notify the School promptly of any material change to this information during the admissions process.

4. Taster Session

Where appropriate, children will be invited to attend the School for a taster session. The child will spend a day or part of a day (depending on what is appropriate for the child and parent) in the school. These sessions allow the child to experience the School environment and enable staff to observe and assess the child's readiness to access the curriculum and thrive socially and emotionally at the School. No formal testing takes place.

5. Allocation of Places and Offers

Places are offered at the discretion of the School.

Offers of places are made in writing. A place is confirmed only once the required acceptance documentation has been completed and any deposit paid within the stated deadline. If a place is not available, a child may be placed on a waiting list (places are offered on a first come, first served basis). The School cannot guarantee when or if a place will become available.

The School is not required to give reasons for declining an application.

6. Withdrawal of an Offer

The School reserves the right to withdraw an offer of a place if:

- information supplied during the application process is found to be inaccurate, incomplete or misleading; or
- material information relating to a child's needs or circumstances has not been disclosed.

Admission to:

Nursery

Children are eligible for entry to Nursery from the term following their second birthday. Admission normally takes place at the start of a term and is subject to availability.

Progression from Nursery to Reception is not automatic. In rare circumstances, a place may not be offered if the School considers that it cannot appropriately meet a child's needs or that the child would not flourish within the provision offered.

Reception

Admission to Reception normally takes place in the September following a child's fourth birthday. A child may attend on a part-time basis for the first (Michaelmas) term if their birthday falls between February and August. Most children will attend full-time after the Christmas holidays. However, exceptions are made where a child is still not ready for full-time education and their sessions are increased gradually.

Other Year Groups

Applications for admission outside the normal entry points may be considered at any time during the academic year, subject to availability. Children may attend a taster session during which an informal assessment will be undertaken to determine whether additional support may be required.

Families are invited to a welcome morning/afternoon in June prior to the child joining in September. If entry is at another time of the year then an opportunity will be found for the child to spend time with their new class prior to starting.

After the child has joined Gresham's, the previous school/setting will be asked to provide any additional information about the child's academic progress.

Early Years Funding

Information regarding fees and claiming Early Years Funding (where applicable) can be found on our [Fees list](https://www.greshams.com/admissions/fees/), which is published on our website: <https://www.greshams.com/admissions/fees/>

- Early Education is offered within the national parameters:
 - no session to be longer than 10 hours
 - no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
 - not before 6.00am or after 8.00pm
 - a maximum of two sites in a single day
- Early Education is offered to families for 33 weeks of the year during term time only. The funded hours can be claimed (to the maximum available) –

·	Monday	1300-1600
·	Tuesday	1300-1600
·	Wednesday	1300-1600
·	Thursday	1300-1600
·	Friday	1300-1600

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their Early Years funding claim to a new setting.

Admissions Register and Record Keeping

The School maintains an Admissions Register in line with statutory requirements. Personal data collected during the admissions process is handled in accordance with data protection legislation, the School's Privacy Notice and Data Retention Policy. Information is retained only for as long as there is a lawful reason to do so.

Equal Treatment, Inclusion and Special Educational Needs & Disabilities (SEND)

Gresham's Nursery & Pre-Prep School is committed to providing equal treatment to all children and families and to creating an inclusive environment in which every child is respected and supported.

The School welcomes applications for admission from children of all backgrounds and does not discriminate on the grounds of sex, pregnancy or maternity, disability, race, religion or belief, cultural or linguistic background, sexual orientation, gender reassignment, or academic or sporting ability. This policy applies equally to all children, including those within the Early Years Foundation Stage (EYFS).

Parents are required to disclose, at the point of application, full and accurate information relating to any special educational needs, disabilities, medical conditions or allergies that may affect their child's ability to participate fully in School life. Parents must also inform the School promptly of any material changes to this information during the admissions process.

Where a child has identified or suspected special educational needs or a disability, the School will consult with parents and, where appropriate, external professionals or agencies, in order to assess the child's needs and determine what reasonable adjustments can be made to support the child effectively. Parents may be asked to provide relevant professional reports, such as medical reports, Educational Psychologist reports or Education, Health and Care Plans (EHCPs), where these exist.

The School will endeavour to make reasonable adjustments to accommodate a child's needs, in accordance with the Equality Act 2010 and the SEND Code of Practice (2015). However, there may be exceptional circumstances in which, despite reasonable adjustments, the School concludes that it is not able to adequately meet a child's needs, or that the child would not thrive within the educational and pastoral environment offered. In such cases, the School may decline to offer a place or, in rare circumstances, withdraw an offer.

The decision to offer or decline a place rests with the School and is made in the best interests of the child, having regard to the wellbeing and safety of the child, other pupils and staff. The School is not obliged to provide reasons for declining an application.

Where a child has additional needs, the School works in partnership with parents and, where relevant, external professionals to assess whether the child's needs can be met effectively and safely within existing provision.

Safeguarding and Wellbeing

Safeguarding is central to the admissions process. Decisions are informed by the School's responsibility to ensure the health, safety and wellbeing of:

- the child seeking admission; other pupils; and staff.

Admissions practice aligns with wider safeguarding, attendance and children-missing-education obligations.

For any queries regarding the admission process, please contact our Pre-Prep Admissions on 01263 714575 or email preprep@greshams.com

The Admissions Policy should be read in conjunction with the School's Fees and Other Charges schedule and the Terms and Conditions document. Both of these are published on the school website. <https://www.greshams.com/admissions/terms-and-conditions/>

Regulatory Compliance and Oversight

The School maintains admissions records in line with statutory requirements and data protection legislation.

Governors retain oversight of the Admissions Policy and ensure that it is:

- reviewed annually; compliant with regulatory and inspection expectations; and applied consistently and fairly in practice.

Governor Assurance Statement

Governors are satisfied that admissions to Gresham's Nursery & Pre-Prep School are conducted in a manner that is lawful, ethical, child-centred and aligned with the School's ethos and values.