



Admissions Policy

The Education Committee is responsible for this policy.

Last Reviewed: March 2026

Highfield Priory Nursery and Preschool accepts children from 2 years old, up until school age. The numbers and ages of children admitted to the Nursery and Preschool comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

Below are the factors we consider when prioritising our admissions:

- Priority will be given to children who already have siblings in Nursery, Preschool or Main School.
- A child requiring a full-time place may be given preference over one requiring a part-time place.
- Availability of places at the time of application, considering staff ratios, age of children, additional needs.
- When the application is received.
- Any circumstances affecting the child's welfare.

We operate a diversity and inclusion policy and ensure that all children have access to nursery places and services irrespective of their gender, disability, race, religion, or sexual orientation of parents.

Prior to a child attending nursery, parents must complete an application form in full.

Early Education Funding

All settings registered to accept government funding must offer free places for children from the age of 2 until they reach school age. At Highfield Priory, we currently provide free funded places for children subject to availability.

When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will try to accommodate your wishes.

School

Children are invited to spend a 'taster day' at school during which time, teachers will set informal assessments in Maths, English and reading. Entry into the Junior Department is based upon results of Non-Verbal, Quantitative and Verbal Reasoning assessment. Entry into the Infants is based on standardised Maths and English assessments. Children will take the tests on a 'taster day' where an assessment is also made regarding the candidate's suitability and whether the school can meet the child's needs. At the present time successful candidates may join the school at any point in the academic year. It is not the school's policy to admit new pupils to Year 6 unless the child is of exceptional ability or is transferring from a similar school in another area.

We acknowledge that groups of people have often suffered disadvantage due to prejudice or ignorance. We recognise it is all too easy for the structure of institutions to result in 'inequality by

default'. We therefore commit ourselves to take positive steps to examine our policies and practice and to change them where necessary.

Authority

The Full Board of Governors, by delegation to sub-committees, is responsible for formulating the policies and procedures that will ensure the school continue to achieve the aims of the overall school strategy. Hence, each sub-committee has Terms of Reference and assigned responsibility for policies within that scope. The sub-committees are: Audit and Compliance Committee, Education Committee, Finance and General Purposes Committee, Health, Safety and Wellbeing Committee, Marketing Committee and Safeguarding Committee.