

Admissions Policy



*For children in Years Reception to Year 5
and Acorn Pre-school*

Date of Policy	September 2026
Cycle of Review	Annual
Made Available to	- School website - All Staff via AUH Teams - Governors - Visitors where appropriate
Policy in Brief:	- Ashton Under Hill First School follows the School Admissions Arrangements set out by Worcestershire County Council – 2025-2026 - Admission to Pre-school is managed directly with the school.

Signed :		Date:
Governor	Approved at FGB Meeting	30/9/2026
Version History	September 2023	
Annual Review	September 2024	24 th September 2024
Annual Update	September 2025 A. Chattell (Governor)	20 th October 2025
Annual Review	September 2026	

At Ashton Under Hill First School we are always ready to welcome new nursery children, new pupils, parents and families into the family at Ashton. If you would like to come and visit the school please contact the school via email: office@ashton.worcs.sch.uk or telephone: 01386 881333 and we will be happy to book you in. Or if you have visited and would like to apply for a place at Ashton Under Hill First School, then please follow the admissions instructions below.

For children in Year Reception to Year 5

All admissions to our school are dealt with directly by Worcestershire County Council. Applications are made online using the following link.

<https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/apply-school-place>

Worcestershire County Council use an online portal for admissions noting:

*For **starting school or transferring to the next phase of education for September 2027**, this portal must only be used by Worcestershire Residents, those that pay council tax to Worcestershire County Council.*

If you pay your council tax to any other Local Authority, such as Birmingham City, Warwickshire CC, Gloucestershire CC, Dudley MBC etc you will need to use that Local Authority website to apply.

*If you are making an application to transfer **in-year** from the same year group in one school to the same year group in another school now, you can use this system for any Worcestershire School, no matter where you are resident.*

Acorn Pre-School

Pre-school is open during school term time only. Children are accepted into the pre-school in upon their 3rd birthday.

Parents wishing to register their child to join the pre-school are asked to contact school in the first instance to arrange a viewing and meet the Early Years team.

A waiting list is held by the school for children expressing interest in attending the pre-school from 3 years and parents are asked to contact school as early as possible. Places are offered on a first come first served basis and subject to availability of sessions.

Attendance:

Pre-school hours are:

Mornings: 8:45am to 11:45am

Afternoons: 11:45am to 2:45pm

Full Day: 8:45am to 2:45pm

There is an option for pre-school children to attend 8:30am to 3pm if older siblings are in Year Reception to Year 5.

Bookings are accepted on the basis that children attend one full day with additional flexible sessions as required.

Nursery Funding:

Funded hours for all 3 and 4-year-old nursery children currently stand at 15 hours per week for 38 weeks of the year. Many parents will also be eligible for an extended 15 hours funded childcare.

Parents will need to apply as soon as possible to HMRC to obtain an 11-digit code and complete a funding form, provided by school. Places at our pre-school will not be confirmed until confirmation of funding is in place.

If we do not receive the code before the child starts at the beginning of term, parents may be unable to access any 'additional hours' until the following term. More information is available from the link below:

<https://www.worcestershire.gov.uk/childcare/funded-childcare/funded-childcare-children-aged-3-4-years>

Additional hours may be possible, please contact the school office for more information.

Notice Period

If parents wish to cancel or change any pre-school sessions, the school require a terms notice. The school cannot guarantee to be able to offer the change of sessions requested but will endeavour to accommodate the request.

Please note that admission as a pre-schooler does not guarantee a place in Reception and parents will need to apply via the Worcestershire County Council school admissions website as in Page 2.