



Company number 8181927

St Thomas of Canterbury (Catholic Voluntary Academy) Pre-school

Admission Policy September/January/April 2026-27

St Thomas of Canterbury Catholic Pre-school and Primary School is a co-educational Catholic Voluntary Academy for children aged 3–11, located on Chancet Wood Drive, Sheffield. The Governing Body is the Admissions Authority. The Pre-school provides early years **education**, rather than childcare.

Children who qualify for Free Early Learning (FEL) are entitled to up to 30 hours per week (subject to eligibility) of early years education and care, for 38 weeks per year, beginning the term after their third birthday. At St Thomas of Canterbury, this entitlement is taken from **9:00am to 3:00pm**, Monday to Friday. Children may bring a packed lunch or purchase a school meal at a cost of **£2.65 per day**.

Attendance Options

To access the full curriculum, children must attend one of the following patterns of provision:

- **Monday–Friday, 9:00am–12:00 noon** (15 hours)
- **Monday 9:00am–3:00pm, Tuesday 9:00am–3:00pm, Wednesday 9:00am–12:00 noon** (15 hours)
- **Wednesday 12:00–3:00pm, Thursday 9:00am–3:00pm, Friday 9:00am–3:00pm** (15 hours)
- **Monday–Friday, 9:00am–3:00pm** (30 hours)

Parents must drop off and collect their children promptly. If a child is not collected on time after the **12:00pm** morning session, parents will be charged for the afternoon session. Children not collected promptly at **3:00pm** will be taken to the after-school club, and parents will be charged for the full after-school session.

Additional Wraparound Sessions

Additional wraparound sessions are available at a cost of **£5.46 per hour (£16.38 per session)**. Requests for extra sessions should be made at the time of application. All wraparound sessions must be booked and paid for through ParentPay. Parents will be informed in advance of the dates when booking opens.

Toilet Training

Children must be **toilet trained** before being admitted to Pre-school. The setting is not licensed or staffed to provide toilet training or routine nappy changing. Families of children who are not yet fully toilet trained are encouraged to delay enrolment until their child is ready.

Definition of “toilet trained”:

A child is considered toilet trained when they:

- recognise the need to use the toilet
- can communicate this need to an adult
- can use the toilet with minimal assistance (wiping, flushing, handwashing)
- do not wear nappies or pull-ups during the day

Exceptions:

If a child has a developmental delay or medical condition that affects toileting, reasonable adjustments may be considered on an individual basis and must comply with statutory guidance.

Procedures for Admission

Parents/Carers should complete an application form—available from the school office and on the school website—and return it to school with all relevant documentation (Baptismal Certificate, Parent/Carer Agreement, and Birth Certificate). Applications should be submitted when the child is two years old, or as soon as possible thereafter, but **no later than 30 April 2026**.

Applications will be considered in accordance with the admission criteria. After applying the criteria, priority will be given first to children wishing to start in **September 2026**, then to those who wish to start in **January 2027**, and finally to those starting in **April 2027**.

Parents/Carers will be notified of the Governors’ decision by **21 May 2026**. Applications received after this date will still be considered.

The Head Teacher reserves the final decision regarding the number of hours offered and the pattern of a child’s attendance.

Admission Criteria

When the number of applications exceeds the planned admission number of **39**, the Governing Body will apply the following criteria in strict priority order:

Category One

- a) Catholic Looked After or previously Looked After Children
- b) Catholic siblings of children attending St Thomas of Canterbury Primary School at the time of admission
- c) Catholic children living within the parishes of Our Lady of Beauchief and St Thomas of Canterbury, and the Holy Spirit, Dronfield
- d) Other Catholic children

Category Two

- a) Looked After or previously Looked After Children who are not baptised Catholics
- b) Children who are not baptised Catholics but have siblings attending St Thomas of Canterbury Primary School
- c) Children who are not baptised Catholics and who live within the parishes of Our Lady of Beauchief and St Thomas of Canterbury, and the Holy Spirit, Dronfield
- d) Other children

Children with a specific educational, medical, or emotional need will be prioritised within each sub-category, provided appropriate written evidence from a suitably qualified professional (e.g., doctor or social worker) is submitted, stating why St Thomas of Canterbury Pre-school is the most appropriate setting.

Tie Breaker

If the planned admission number is reached mid-category, places will be allocated through a **random allocation process**, independently monitored.

Admission to the Pre-school **does not** guarantee admission to St Thomas of Canterbury Primary School, which has its own separate admissions policy.

Waiting List

Children who are refused a place will be placed on a waiting list, ordered according to the admission criteria. If a later application is received from a child who meets a higher priority criterion, they will be placed above those with lower priority.

Please contact the school if you require any assistance with the application process.

Notes

1. To be considered under Category One (Catholic children), parents/carers must provide a copy of the child's Catholic Baptismal Certificate.
2. A *Looked After Child* is one who is (a) in the care of a local authority, or (b) provided with accommodation by a local authority under Section 22(1) of the

Children Act 1989. A *previously Looked After Child* is one who immediately after being looked after became subject to an adoption, residence, or special guardianship order.

3. *Siblings* include natural, adopted, step, and foster brothers or sisters, living at the same address.
4. A child's place of residence is defined as the property where the Parent/Carer with parental responsibility ordinarily resides at the time of application. Where parental responsibility is shared and parents live separately, the child's residence will be considered the address at which the child resides for the majority of the week.