



# Steam Mills Primary School

**Policy and Procedure: Pre-School Admissions**

## STEAM MILLS PRE-SCHOOL

### Admissions Policy

Date Reviewed: November 2017

Responsibility: Governors

Date of Next review:

#### Introduction

All children are entitled to 15 hours of funded early years entitlement, starting the term after their third birthday for 38 weeks in a full year.

This is non-statutory phases of education and Pre-School admissions is outside of the statutory framework for admissions. As a result the responsibility the admissions policy lies with Steam Mills Primary School.

#### Application Process:

- Parents requesting a place for their child should complete the Pre-School application form that can be obtained from the school office.
- Application forms will be available for any parent on request.
- Parents will be informed of the success of their application in writing.
- Parents will be expected to confirm their acceptance of the place in writing within 2 weeks of the offer.

A minimum of three sessions are required to be taken. 9 hours (3 sessions)

The universal 15 hours must be taken during the morning or afternoon sessions.

Breakfast and afterschool hours do not count with the 15 universal funded hours and will incur an additional charge.

Extended hours (30 hours) can be used for morning and afternoon sessions and afterschool club.

Breakfast club will incur an additional cost. £3 if attending from 7.45am or £2 if attending from 8.00am.

#### Allocation of sessions:

Parents will be required to give preferences with regards to session options when they apply for a place.

Account will be taken of any preference for sessions expressed by parents, but preferences will be allocated subject to availability and are not guaranteed. If a preferred session is unavailable, the child will be offered an alternative session.

Please note: Due to government legislation admission to the Pre-School **does not** give priority admission to the reception class.

#### Age of admission

Children will be admitted to the Pre-School class after their third birthday. The earliest admission date will be notified in writing.

#### Criteria for admissions

The school will offer children a place in the Pre-School class following their third birthday if a place is available.

Those applications received shall be considered and offered places strictly and solely according to the Gloucestershire County Council's schools application

criteria

**Admission Criteria** – places are allocated according to the following criteria: -

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children who will have siblings attending Steam Mills Primary School at the time the applicant child is admitted. For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.
3. Children with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the child's home address (including flats) to the Ordnance Survey address point of the school.

**Oversubscription Criteria** – Where Steam Mills Pre-School is oversubscribed (i.e. there are more applications than places available) initial applications will be made in accordance with the admission criteria.

Decision on places

Decisions on oversubscribed places will be made by the Pre-School staff following the oversubscription criteria. There is no form of appeal for unsuccessful applications.

Leavers during the year

If a child is withdrawn by their parents from the Pre-School during the school year, parents must give the school a minimum of 6 weeks' notice.

The place of a child who has been withdrawn cannot be held open and will automatically be made available to allocate to another child on the list.

If the parents later wish their child to return to the Pre-School they will have to reapply for a place and the application will be considered according to the criteria.

Attendance/loss of places

If a child is absent for a period of 2 or more weeks without any contact from the parents the school's safeguarding procedures will also be put in place and the child will be reported as Missing in Education. In addition, the child may lose their place and it will be offered to someone else.

This will be decided by the head teacher and a letter explaining the situation sent to the parents.

Consideration list

A consideration list will be kept by the school of names, addresses, DOB, telephone number and date of registered children who are interested. Children wishing to attend the Pre-School can be placed on the consideration list after they have reached their first birthday.