

<b>Policy Name</b>	<b>Admissions</b>
<b>Date Issued</b>	<b>December 2022</b>
<b>Author / Owner</b>	<b>Hagbourne Pre-School</b>

### Statement of Intent

It is our intention to make Pre-school accessible to children and families from all sections of the local community.

### Aim

We aim to ensure that all sections of our community have access to Pre-school through open, fair and clearly communicated policies.

### Eligibility for funded places

a. Universal Early Education Funding entitlement starts from the term after the child's 3rd birthday (free 15 hour places) Autumn Term: September 1st-December 31st Spring Term: January 1st-March 31st Summer Term: April 1st-August 31st

b. 30 Hours Extended Childcare Entitlement Families meeting certain eligibility criteria are legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year.

[www.childcare-support.tax.service.gov.uk/par/app/overview](http://www.childcare-support.tax.service.gov.uk/par/app/overview)

Parents cannot insist on accessing their child's extended entitlement at any particular provision. Children may become ineligible for the extended entitlement. Where this happens there is a grace period during which the child may still attend free of charge. When the grace period expires, the place will revert to a universal 15 hour place unless the parent/carer is prepared and able to pay for the extended hours.

c. Funded 2 Year Olds There is funding available for places for 2 years olds for 15 hours a week. Please check whether you are eligible and apply online at the Citizens Portal on Oxfordshire County Council's website. We are able to assist with your application if required.

<https://myparentportal.oxfordshire.gov.uk/web/portal/pages/home>

### Method

In order to achieve this aim, we operate the following admissions policy:

- We will seek to ensure that the existence of Pre-school is widely advertised in places accessible to all sections of the community.
- We will seek to ensure that information about Pre-school is accessible, in written, digital and verbal form.
- Our registration currently allows us to cater for up to 35 children in any one morning session and 20 children in any one afternoon session.
- Children may enter Pre-school from the age of 2 years old and can continue until entry into school or other forms of education. Staff to children ratio is 1:8 for children over 3 and 1:4 for children under 3.
- Our objective is to maintain a balance of ages within the Pre-school and to ensure continuity from year to year. Under certain circumstances, this might mean that not all 4-year olds can have five sessions per week
- When places are made available, they will (where possible) be allocated in accordance with the following policy. However, the Management Committee of Pre-school reserves the right to make exceptional decisions relating to the allocation of spaces in order to meet our overriding aim of fulfilling the needs of the local community.

**Admissions Criteria**

1. In the first instance additional sessions will be offered to those children currently attending pre-school having submitted a request for such additional sessions. Priority within this category, where applicable, to be given to older children over younger children.
2. Children who are “looked after”<sup>1</sup> (LAC) by a Local Authority (LA) within the meaning of Section 22(1) of the Children Act 1989 at the time of their application, and all “previously looked after” children<sup>2</sup> (PLAC) [see footnote below] including those who appear to this Admissions Authority to have been in state care outside England (IAPLAC)<sup>3</sup> and ceased to be in state care having been adopted [see footnote below]. Evidence of the previously looked after status and/or the adoption will be requested.
3. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010
4. Children eligible for a 3-4 year old funded place, giving priority to 15 hours funded places and then 30 hours where places are available.
5. Children eligible for a funded 2-year-old space. This number is capped at 4 children currently and is subject to change (Pupil Admissions Number PAN) within our setting during an annual period.
6. If additional sessions are still available, then they will be offered to children having submitted a request for such sessions who have a sibling or siblings attending pre-school during the academic year in which the allocation decision is made, priority within this category, where applicable, to be given to older children over younger children. A sibling includes an adopted, foster, half- or step-brother or sister currently living at the address given on the application form.
7. The remaining places will be offered to children whose home is nearest to the pre-school, as measured by straight line distance using the Geographic Information System. Distances will be measured from the front door of the main school to the front door of the given home address. If there is more than one family to which this applies, preference will be given to the child who has been on the waiting list the longest.
8. Where original day/ time preference request for a place is not able to be allocated, then an alternative day/ time may be offered by Pre-school.

If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child’s name on the Pre-school’s continued interest list.

Once admitted to the Preschool, the child is entitled to remain in a universal part time place until the term after he/she becomes five, that is when they are statutory school age.

1 A 'looked after child' is a child who is either (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) at the time of making an application to a school 2 Previously Looked After Children (PLAC) are children who are no longer looked after by a LA in England because they are subject to an adoption, special guardianship or child arrangements order. 3 The 2021 School Admissions Code regards a child as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. 4 Home will be the child's ordinary place of residence and will be deemed to be a residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the nursery. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the nursery week.

*We operate a waiting list and follow strictly the Admission Policy and Criteria. We are, however, unable to guarantee a place for the child/children at their preferred start date, as places are subject to availability at the time*

- A place at Pre-school consists of a minimum of two sessions spread over two days, for a minimum of two full terms (4 half terms). Ideally, these days will not be Monday and Friday as this makes continuity of care difficult.
- We cannot accept children for less than 2 full terms (4 half terms) as it is unsettling for the child and can make the care more challenging.
- For the Pre-school to allocate places in advance, we require at least half a term's prior notice in writing of your intention for your child to leave Pre-school. This does not include the summer holiday period when giving notice.
- We ensure that whenever children are allocated places, it will be regardless of their race, religion, language, gender or disability.
- We make our equal opportunities policy widely known.
- We will endeavor to be flexible about attendance patterns to accommodate the needs of individual children and families, but it has proved more beneficial to the children if the sessions attended are NOT Monday and Friday only.
- Prior to admission, the Pre-school requires that all parents/carers and their child visit pre-school on at least one occasion so that staff can meet the child and parents and answer their questions.
- Prior to admission, the Pre-school requires parents/carers to provide the following essential information:-
  - Emergency contact numbers
  - Child's special dietary requirements, preferences and any food allergies and intolerances
  - Any Allergies the child may have
  - Special health requirements
  - Information about who has legal responsibility for the child / who has parental responsibility / who is allowed legal contact
  - Contact details for the child's doctor
  - Permission from the parent/carer to seek necessary emergency medical advice or treatment during Pre-school sessions
  - Child's full name, date of birth and address
- Children attending the morning session may request the additional lunch hour that day. These extra lunch hours can be offered on a temporary basis whilst there is space in the afternoon session. However, should a child require that afternoon space, the offer of an extra lunch hour may need to be withdrawn.
- The cost of unfunded sessions is available on the web site and via the [enquiries@hagbournepreschool.org](mailto:enquiries@hagbournepreschool.org)
- Current parents will be asked to indicate which sessions they would like their child to attend via a list on the notice board within the Village Hall. The deadline for request will be clearly stated. Request from new starters will be on their admissions form.
- Parents will complete the form by the date stated.
- The Admissions Secretary will allocate sessions according to the Admissions policy and the parental requests.
- The administrator will inform parents of children already attending Pre-school which sessions they have been allocated.
- New starters will then be informed of the sessions available to them.
- All parents accept the sessions offered and agree to pay any fees by the date notified.
- When the Register is closed, there can be no alterations to the Register after that time unless circumstances are exceptional.
- The administrator will email the Register to the Early Years Manager to check the content then it is emailed to the Chair and Billings Secretary.

This policy was reviewed and updated (where required) on 07/12/2022 (date)

Reviewed/updated by Sophie Garland (Chairperson)



Reviewed/Updated by Sheila Bayliss \_\_\_\_\_ (Manager)

Reviewed/Updated by Julie Higgins \_\_\_\_\_ (Deputy Manager)