



Parklands Educate Together Primary School Pre-School Admission Policy

Policy Number:

Version: 2

Date Approved: **May 2019**

Approved by: Headteacher

Date Ratified: **May 2019**

Ratified by: Executive Headteacher

Review Date: **September 2019**

Review by: Head and Shadow Council

Version	Date	Summary of Change	Amended by
2	May 2019	Original Policy Document	Steve Davis

INTRODUCTION

We will seek to offer an admissions system that provides equal and fair opportunities to all applicants. An Educate Together school is committed to the principle of equality of access, irrespective of social, cultural or religious background. This document sets out the process for applying for a Pre-School place at Parklands Educate Together Primary School.

There are separate processes for Pre-School and Reception places. Parents need to apply for both stages as they are not linked and having a Pre-School place does not guarantee a place in Reception.

AGE OF ADMISSION

Children are able to attend our Pre School after their third birthday. The three entry points for funded places (using the 15hrs or 30hrs childcare) will be in September, January and April as the funding only starts in the term after their third birthday. If you would like your child to start straight after their third birthday, the sessions would need to be paid for privately.

MAKING AN APPLICATION

If parents or carers wish to apply for a Parklands Primary Pre-School place, they must apply using the 'Application to join Pre-School' form that is available from our website www.parklandset.org.uk or from our school office.

OFFERS OF PLACES AND CONFIRMATION OF A PLACE

Parents are required to email a completed application form to:

info@parklandset.org.uk or bring in the completed forms to the school office.

First offers of places will be confirmed by email. Parents/Carers will need to accept or reject a place in writing within two weeks. If no response is received by the end of this period, the place could be reallocated to another applicant. On acceptance of a Pre-School place, we will require to see proof of address and your child's birth certificate.

MANAGEMENT OF APPLICATIONS LIST FOR IN-YEAR ENTRIES

In-Year (from September onwards) applications should be made to the school, who will allocate places using the over subscription criteria detailed in this policy if required. On receipt of the application form, the school office will either offer you a Pre-School place or put you on the waiting list. This list will be maintained in confidence by the school office. This list may be forwarded to Educate Together Academy Trust for the coordination of school admissions and the compilation of summary reports to guide policy. In all other cases, an applicant's details will only be available to the applicant, the school office and where legally required by an official body.

ADMISSION NUMBER

The Pre-School has an admission number of **26 children at any one time**. Parklands Educate Together will offer the 15 hours free childcare for 3 and 4 year olds. We will also offer places for those eligible for 30 hours free childcare. Please follow this link to find out more about funding for 30 hours free childcare:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

The offer of 15 hours entitlement is set out as follows:

- Monday 8.45am – 3.15pm, Tuesday 8.45am–3.15pm and Wednesday 8.45am – 11.45am

OR

- Wednesday 12.15pm – 3.15pm, Thursday 8.45am – 3.15pm and Friday 8.45am – 3.15pm.

OR

- All mornings 8.45am-11.45am

OR

- All afternoons 12.15pm-3.15pm

The offer of 30 hours' entitlement is set out as follows:

- Monday to Friday 8.45am – 3.15pm.

If none of the above options suit your requirements, we will be happy to discuss alternative arrangements.

For those families only entitled to 15 hours free childcare, additional 3 hour sessions (a morning or an afternoon) can be booked at a cost of £15 per session.

OVERSUBSCRIPTION CRITERIA

If there are more applications than places, the following criteria in priority order will apply:

1. Where Parklands Educate Together is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the school is legally required to admit the child to the school. These places take priority and will be allocated before the oversubscription criteria are applied.
2. Looked after Children (i.e. children who are in the care of local authorities as defined by Section 22 of the Children Act 1989). In this case, the local authority must confirm that the child will be in public care when he or she is admitted to pre-school. This definition will also include 'previously looked after children' who have been adopted immediately after being looked after, or who, immediately after being looked after, became subject to a child arrangements order or special guardianship order
3. Children with brothers/sisters at the school at the time of the proposed admission. This includes half, step and foster brothers/sisters.
4. Children who live closest to the school (straight line distance from the school to the home).

TIE-BREAK

If the school becomes oversubscribed in any of the above criteria, a tie-break will decide who is admitted. If children live exactly the same distance from the school, a place will be provided on the basis of drawing lots randomly.

TWINS AND MULTIPLE BIRTHS

If the last child to be offered a place is a twin or other multiple birth, and their sibling cannot be offered initially, the school will, in these circumstances ensure both twins are offered a place. In the case of triplets or other multiple births, the same policy will apply.

WAITING LIST

The school will operate a waiting list for pre-school if it is full. The list will be maintained by the school. Parents can ask for their child's name to be added to the waiting list. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria.

APPEALS

All applicants refused a place have a right of appeal. Appellants should contact the Headteacher at Parklands Educate Together Primary School, McCrae Road, Locking, Weston-Super-Mare, BS24 7LZ for information on how to appeal. Information on the timetable for the appeals process is on our website at www.parklandset.org.uk

ATTENDANCE AND LOSS OF PRE-SCHOOL PLACE

If attendance and/or punctuality are poor, the Early Years Foundation Stage Leader will talk to parents and remind them that for the child to benefit fully from pre-school education, attendance needs to be regular and punctual. This conversation will be recorded and dated in the child's records. If after a period of two weeks, attendance

and/or punctuality remain poor, a letter will be sent to the parents inviting them to meet with the Headteacher. If, following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher and a letter explaining the situation will be sent home.

LEAVERS DURING THE YEAR

If a parent wishes to withdraw their child from pre-school during the school year, we request that parents must give the school a minimum of a term's notice. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to a child on the waiting list. If parents later wish their child to return to the pre-school, they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications.

TRANSFER FROM PRE-SCHOOL INTO SCHOOL

All parents and guardians must be made aware that a place in the Pre-School ***does not guarantee a place in the Reception Class*** and that they must still go through the correct North Somerset Council Admissions Procedure. The Pre-School staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Pre-School staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

PUBLICATION OF THIS POLICY

This policy will be published in full on the school website. It will be readily available from the school office. The school will publicise its existence through continuous engagement with the local community and advertise through traditional media as well as with digital and social media. Where appropriate and practicable, the policy will be made available in different languages to suit local communities.