

Graven Hill Primary School

Pre-school Admissions Policy September 2023

Introduction

The Warriner Multi Academy Trust is the admissions authority for Graven Hill Primary School Pre-school. They have delegated the function of an admissions authority to the Academy Committee of the school. The process for all pre-school admissions including application, waiting lists and complaints will be administered by the school.

The trust has made every effort to ensure that these arrangements comply with their funding agreement all relevant legislation including that on infant class sizes and equal opportunities.

This policy is for admissions into pre-school only. There is a separate process of applying for a place at primary school for the reception year. A place in the pre-school class does not guarantee a place in the reception class when a child reaches the normal school starting age. For a place at Graven Hill reception class, applications must be made through the normal school admissions process

Monitoring and Evaluation

This policy will be reviewed annually by the Governors to ensure that the school is meeting all lawful requirements.

The pre-school Admissions Policy was approved by the Academy Committee in its meeting on:

Next review:

1. Introductory Statement About the Pre-school Provision.

Graven Hill pre-school will open in September 2023 for up to 90 children aged between 2-4 years. The facility will be housed in three purpose-built classrooms, with dedicated facilities and play areas. It will be staffed with a highly skilled and experienced team.

Graven Hill aspires to be an excellent school, where outstanding practice, equality, well-being, and the needs of our children are at the centre of all that we do. We aim to provide a happy, safe and nurturing environment, where everyone is valued and respected for their individuality and contribution. We promote a love of learning and encourage our children to achieve and grow through the provision of a rich and inspiring curriculum provided by our dedicated staff and supported by governors, parents and carers, and the local community. From September 2023, parents who wish their children to attend the school are most welcome to visit. Arrangements should be made through the school office.

2. Pre-school Offering

The pre-school will offer both full time and part time places, and we will require a minimum uptake of fifteen hours.

Part time places (fifteen hours) are offered in morning, afternoon, or all-day sessions. These are available from the term after their second birthday when they will qualify for universal entitlement funding.

The pre-school will offer full time places (up to thirty hours) in morning, afternoon, or all-day sessions. These are available from the term after their second birthday.

The extended hours can be funded for those children eligible for the extended entitlement or can be privately funded by parents.

Requests for additional hours once your child already has a place in the pre-school will be considered based on availability at that time.

Once a child is admitted to the pre-school, the child is entitled to remain in a universal part time place in the pre-school class until the term after he/she becomes five* **However this may not be the most appropriate place for the child if all his/her peers have taken up their reception place in a separate class within the school or another primary school.**

*N.B. In the case of a summer born child, parents must either take up the school reception place by the April before the child's fifth birthday; or else need to re-apply through the next admission round for a place to start in the September, usually as a year one child. See the Primary School Admissions Policy for more detail on deferring entry.

Where a family ceases to be eligible for the extended entitlement, the place will return to the universal entitlement level when the grace period expires, unless the parent/carer is prepared and able to pay for the extended hours. The school will explain this possibility in writing when offering the extended entitlement place. Parents/carers will be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the

extended entitlement. In these circumstances the school will determine which sessions can continue to be attended.

3. Admission Numbers

The Published Admission Number ("PAN") for the pre-school (stated in part-time equivalent places) is 90.

The pre-school will accordingly admit new children each term until the PAN is reached. Where there are fewer applicants than the PAN, the school will offer places at the pre-school to all those who have applied.

4. Over Subscription Criteria

If the pre-school is oversubscribed (there are more applications than places available), priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children with an Education, Health and Care Plan naming the school
2. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order
3. Children living in the designated (catchment) area of the school with a sibling on roll at the pre-school or in the primary school to which the pre-school is attached at the time of application who will still be attending at the time of entry
4. Other children living in the designated area of the school
5. Children living outside the designated area who will have a sibling on roll at the primary school at the time of application who will still be attending at the time of entry.
6. All other children

5. Tie Break

If in categories 2-6 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home address to the front gates of the school in a straight line, using the LA's Geographical Information System.

Random allocation undertaken by the school will be used as a tie-break in categories 2-6 above to decide who has highest priority for admission if the distance between a child's home and the pre-school is equidistant in any two or more cases.

6. Application Process for Admission into Pre-school.

New admissions into pre-school will be accepted three times a year, with children starting in September, January, and April. This is in line with funding entitlement.

Please access the pre-school application form from our school website;

<https://www.gravenhillprimary.school>

Completed forms should be emailed to:

admissions@gravenhillprimary.school

The deadline for admission is 3pm on the first day of term prior to the term in which you want your child to start.

Parents will be notified that a place is available for their child no later than half a term in advance.

Your child is entitled to a place from the first day of term and offers of a place will always give this as an option even if we offer 'staggered starts' to help children with the transition. Staggered starts will not be arranged over more than a week or two.

7. Waiting lists

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 school's continued interest list.

8. Complaints

Any complaint about the operation of this admissions policy, for example in the case of a child who has been refused admission, will be considered through the school's complaint policy.

There is no statutory right of appeal.

9. Notice

A minimum of six weeks' notice must be given in writing to the school if the pre-school place is no longer required. Confirmation of place acceptance and provision of relevant registration information must be provided by the stated deadline otherwise the place may be withdrawn.

10. Government Funded Hours – Eligibility

Universal Early Education Funding entitlement of fifteen hours

All families are legally entitled to fifteen hours for thirty-eight weeks a year of funded pre-school provision, starting from the term after the child's 3rd birthday – using the Government's term dates:

Autumn Term: September 1st-December 31st

Spring Term: January 1st-March 31st

Summer Term: April 1st-August 31st

Thirty Hours Extended Childcare Entitlement

Families meeting certain eligibility criteria are legally entitled to a funded early years place of thirty hours a week or 1,140 hours a year. Information on this entitlement and how to apply is available at www.childcare-support.tax.service.gov.uk/par/app/overview

You must apply for extended childcare entitlement the term before you wish to access the extended government funded hours. If your family is eligible for extended childcare entitlement you will be given an eleven-digit eligibility code for your child which must be shared with the pre-school.

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 fifteen-hour place unless the parent/carer is prepared and able to pay for the extended hours.

11. Payment

All fees not covered by the Pre-school Government Funded Hours will be invoiced half termly in advance and are payable half a term in advance. Invoices not paid fully within fourteen days will incur a late payment charge of 10% of the invoice. If payment of an invoice is a month overdue, the child will no longer be able to attend pre-school sessions that are not Government Funded.

12. Terminology

Reception - the year children become 5

Year – refers to the academic year (September to August)

Looked After - Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application.

Previously Looked After The term “previously looked after” children refers to children who were “looked after” but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

Siblings/Brother or Sister - for admission purposes a sibling is defined as a brother, sister, half-brother, half-sister, stepbrother, or stepsister who will be resident at the same address at the time of entry.

Published Admission Number – the number of places, in part time equivalents (fifteen hours) agreed each year with the County Council and published in the Council’s Pupil Place Plan.

Universal Entitlement – fifteen hours per week, term time only or 570 hours a year, to which every child is entitled from the term after their 3rd birthday

Extended Entitlement – thirty hours per week, term time only or 1,140 hours a year, for 3- and 4-year-olds from working families, according to specific eligibility criteria.

Grace period – when a child’s eligibility for the extended entitlement ceases, the government allows the funded place to continue for a specified time period.