



PRESCHOOL ADMISSIONS POLICY

Policy Statement

It is our intention to make our Preschool accessible to children and families from all sections of the local community regardless of ethnicity, gender, special education needs, disabilities, background, religion or competence in spoken English.

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We provide information in clear, concise language, whether in spoken or written form.
- We welcome applications from fathers and mothers, other relations and other carers.
- We describe our Preschool and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being newly acquired additional language.
- We describe our Preschool and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We ensure that we do not discriminate against a child with a disability.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

Policy

Applications and admissions

- The Preschool can provide a maximum of 24 places to children, at any time.
- Our main admission of new children takes place at the beginning of each new school year in the Autumn Term- every September.
- Applications for admission to the Preschool open within the months February-March for entry in the following September start date.
- At the beginning of April, places will be allocated and those offered a place will be informed in writing.
- For applications received, when full, we operate a waiting list for admissions.
- Our waiting list will be reviewed on a monthly basis and those offered a place will be informed in writing.
- Parents or carers can register their interest in a place, following the birth of their child. Their information will be held on our database (in Accordance with GDPR guidance) and they will be contacted when applications open for their child's earliest point of admission. Registration of interest does not guarantee a place at our Preschool. Places will be allocated based on the criteria below. The date on which a child was added to the waiting list will not be taken into consideration when places are offered.
- We require all children to attend an introductory visit with their primary carer. During the visit, we will carry out a formal observation of your child within the setting whilst we discuss the child with their primary carer/s including any individual and/or additional needs.

Oversubscription and Allocation Criteria

- We give priority to application as follows:
 - 1) Children already attending our Preschool
 - 2) Children living within the catchment area of Martinshaw Primary School
 - 3) Children of employees at Martinshaw Primary School
 - 4) Children who have siblings attending Martinshaw Primary School
 - 5) Child's age (from oldest to youngest)
 - 6) Number of hours requested (from most to least)
- In the unlikely event that further to the application of the criteria, two or more children are unable to be separate and have equal eligibility for the last available place at the Preschool, the names of those children will be allocated a number and drawn randomly for the available place. This draw must be supervised by someone independent of the Preschool, to decide which child should be given the place.



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In-year Admissions

Although our main intake is in September, we also accept new children into the Preschool throughout the year, subject to places still being available at the time the child is due to start. Admission dates for these children will be at the beginning of each half term. If multiple places are applied for, places will be allocated based on the criteria above and are subject to availability.

Reduction and increase of hours/requests to change sessions

- If you wish to reduce the number of hours that your child attends, we require a half term's notice. The notice shall need to be given in the first week of the current term. No refund will be given should your child attend for less hours, during the notice period.
- If you wish to leave the Preschool, we require a half term's notice. The notice shall need to be given in the first week of the current term. No refund will be given should you leave during the half term that notice is given.
- If you wish to increase or change your sessions, this remains subject to availability. If available, additional hours or change in sessions attended will begin at the start of the following half-term.

Allocation of Sessions and Places in September Each Year

- Parents make requests for their preferred sessions. The Preschool will try to meet these requests where possible.
- Children are required to attend the Preschool for a minimum of 15 hours per week (term time only).
- Children who will be eligible for funding later in the academic year than September, can still apply to join the Preschool, but their parents/carers will be required to pay the fees until the funding is available, to ensure that the place is retained. Please discuss this further with the School Business Manager.
- We try to be flexible about the allocation of morning and afternoon sessions and endeavour to accommodate preferences provided that this does not disrupt the pattern of continuity in the setting or prevent other new children from joining the Preschool.

Children with additional needs or SEND

- We recognise the right of all children to have access to the services provided by the Preschool under the Equality act (2010).
- We have a named SENCo for the setting.
- Where SEND is identified, we will inform parents/carers and use the graduated approach.
- We recognise our duty to make reasonable adjustments concerning admissions, the provision of education and access to the benefits, facilities and service provided by the Preschool.
- Any additional needs or SEND of a child will be discussed with parents/carers during the child's introductory visit. During the visit we will assess what adjustments may be required and whether these are reasonable for the Preschool to make in the circumstances pertaining at the time.
- We will complete an initial assessment document for all children which details any additional needs or SEND for any particular child and any adjustments identified as required and whether these are reasonable to implement. This document will be held confidentially within the Preschool setting and will be reviewed on an as and when required basis.

Entry into Martinshaw Primary School

Martinshaw Primary School is a Local Authority maintained school and the Local authority administer the admissions policy. Parents must understand that a place at the Preschool does **not** guarantee a place at Martinshaw Primary School.

Withdrawal of offers

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn- these are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within the stated period
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings



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Refusal of admission

A child is only refused admission if one of the following criteria are met:

- The Preschool has reached its admissions limit.
- The child is not of the appropriate age.
- We are unable to make the reasonable adjustments necessary in respect of a child with a disability.

Parents do not have statutory right to appeal against the admission authority's refusal to award a place to their child.

Attendance

- If attendance and punctuality is poor, the Preschool Manager will talk to parents and remind them that for the child to benefit fully from Preschool education, attendance needs to be regular and punctual. This conversation should be recorded and dated.
- Following this conversation attendance and punctuality will be monitored and if there is no improvement in attendance, 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 or carers and the Preschool 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 at the discretion of the Preschool Management team.

FEEE Funding

The LA is required to secure free places offering 570 hours childcare a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA.

- Children are eligible for free childcare from the relevant dates up until the beginning of the term following their fifth birthday. With regards to the age criteria, pupils will be eligible as follows:
 - Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday.
 - Born between 1 April-31 August: eligible from the start of the term beginning on, or following 1 September after the child's third birthday.
 - Born between 1 September-31 December: eligible from the start of the term beginning on or following 1 January after the child's third birthday.
- The Preschool offers 30 hours free childcare as an extension to the universal 15 hours free childcare.
- Parents wanting to access the universal 15 hours free childcare for three and four-year-olds do not need to apply for this through the digital childcare service.
- Parents wanting to access the 30 hours free childcare entitlement must apply to do so through the digital childcare service.
- Parents are able to access the 30 hours of free childcare for 38 weeks out of the year- i.e. during term time.
- Parents of children aged three and four must meet the following criteria in order to be eligible for 30 hours free childcare:
 - Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period- i.e. newly self-employed in which case they do not need to meet the income criteria for 12 months).
 - The parent should be seeking the free childcare to enable them to work.
 - One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave.
 - One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Parents should check their own eligibility for the scheme using the government's Childcare Choices website or childcare calculator. If parents are eligible, they will be directed to the digital childcare service to apply. Details of how to apply for a 30-hour code are available on the Leicestershire County Council's website.
- Parents can only start claiming their 30 hours free childcare the term following the date they receive a decision from HMRC. For this reason, parents are urged to apply as soon as possible.
- If eligible, parents must provide the Preschool with their unique code to confirm they are eligible for the scheme, together with their National Insurance number and child's date of birth. As free childcare cannot be claimed until the code has been verified, parents should provide the Preschool with this information as soon as possible in order to avoid delay.
- Parents will be prompted every three months by HMRC to reconfirm that they remain eligible for free childcare. It is the responsibility of the parent to ensure they reconfirm their eligibility. If parents cease to



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meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time.

- If a child becomes ineligible for the 30 hours free childcare, they will still be entitled to 15 hours of free care. Parents/Carers will, however, be expected to pay for the additional 15 hours until a 15-hour place becomes available.
- Any hours that are not funded, for any reason, will be chargeable in line with our Preschool fees.

Data Protection:

- All personal data will be held in line with the school's Data Protection Policy. For more information please visit the school website: www.martinshaw.leics.sch.uk

Please sign below to confirm that you have read, understand and agree to the Preschool Admissions Policy

Print Name: .

Sign: .

Date: . / . / .