



Pre-school Admissions Policy 2023-2024

It is our intention to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

We will ensure that:

- Our existence is widely known in the local community and surrounding areas by advertising.
- Provide translated written materials where there are communication barriers.
- Describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- Describe our setting 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, and ethnicity or from English being a newly acquired additional language.
- Our Equality Policy is available to all on our website.

Applying for a place in Pre-school

The Pre-School Co-ordinator will keep a list of children's names and the names and addresses of the parents/carers who have requested a Pre-School place. This will be called the Pre-School admissions list. The length of time a child's name has been on the admissions list will not be taken into consideration when allocating a place. The Pre-School Co-ordinator will inform parents/carers whether it has been possible to allocate their child a place.

Age Range

The Pre-school is able to provide provision for children **in the school year before they are due to start Reception**. Children are eligible to start the pre-school in the September after their third birthday. This means they'll turn 4 during their pre-school year. For example, if your child's fourth birthday is between 1 September 2023 and 31 August 2024 they will be eligible to start Pre-school September 2023 or during that academic year.

Children turning 4 between 1 September 2024 to August 2025 will be eligible to start Pre-school September 2024.

Funding

The Pre-school is able to provide up to 15 hours universal funded places and up to 30 hours funded places for those who are eligible. Additional hours are also available at invoiced prices (please see costings form).

Criteria for admission into the Pre-School class if oversubscribed.

If there are more applications than places available, the Pre-School Co-ordinator will use the following criteria:

1. Looked after children, children on the child protection register or those who are thought to be at risk of abuse or neglect.
2. Children with exceptional, medical, social and educational needs identified by health, education or social care colleagues. Evidence should accompany applications.
3. Children who have an older sibling attending the school and are within the local catchment area.
4. Children who live in the Priority Admission Area or local catchment area.
5. Children who live outside of the local catchment area but have a sibling connection at the school.
6. Children of staff members at Chawson First School.
7. Children who live outside the school's catchment area in age order.
8. Applications submitted after the closing date, irrespective of the criteria above.

Dates for Admissions

Start Term:	Deadline for applications in:	Parents informed of decision:
Autumn 2023	Friday 26 th May 2023 (4pm)	Friday 16 th June 2023
Autumn 2024	Friday 24 th May 2024 (4pm)	Friday 14 th June 2024

In-year and late applications will be accepted and places allocated in accordance with the above criteria and subject to availability.

Accepting a place

Places will be offered in accordance with the above criteria and dates. We will do our utmost to accommodate the hours requested by parents/carers but this may not always be possible. Once a place and specified hours have been offered, parents/carers will have 2 weeks to accept the place. If the place is not accepted by this time, it will be offered to children on the waiting list.

Request to change booked hours

If for any reason parents/carers wish to amend their children's hours at any point during year with us, they will be required to fill in a new Booking Form. The change of hours will be reviewed and offered subject to availability within 2 weeks. If the change of hours requested are less, 4 weeks' notice is required.

Policy Updated – May 2023

By Emma Bartle – Pre-school Co-ordinator

Ratified by -School Governing Board