



# **Preschool Admissions Policy 2023 - 2025**

**Updated:** September 2023

**Written By:** Ricky Emms

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**Signed Head teacher:** Ricky Emms

## **1. AIMS**

Our aims are:

- 1.1 To ensure access and entitlement to the benefits of high quality child centred Preschool education on a fair and equitable basis, for children and families in our local community.
- 1.2 To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- 1.3 To help promote consistency of practice and procedure between Preschool classes in Warwickshire
- 1.4 To ensure, as far as possible, that all children who gain a place will fully benefit from their Preschool education with us, their needs being fully met, whilst we make the very best of our available resources.

## **2. PRESCHOOL SESSION OPTIONS**

2.1 The Priors School is currently offering 4 different options for Preschool.

2.1a Full time places (30 hours). These hours are 9:00am to 3:00pm. To access these places you will need to either apply for the 30 hours code or pay to use additional hours. This time includes lunch time, and you are able to either send your child in with a packed lunch, or purchase a lunch from the school's catering company.

2.1b Part time places which consist of 15 hours. There are 3 different part time options and in your application please indicate your preference:

- i) Two and a half days
- ii) Five mornings every day (9:00am to 12:00pm) – your child will **not** have lunch at school in these sessions.
- iii) Five afternoons every day (12:00pm to 3:00pm) – Your child will have lunch at school in this session. Please either purchase a lunch or send your child in with a packed lunch.

2.2 Numbers will normally not exceed 16 in a session and due to the various options the amount of children in each session will vary year on year.

2.3. The Preschool will always be staffed by one qualified teacher and at least one Preschool assistant, dependent upon numbers.

## **3. CRITERIA FOR ADMISSION TO THE PRESCHOOL**

The Governors of the school will offer children a place in the Preschool for the term after in which their third birthday falls, according to the criteria in the following order of priority:

3.1 Children who are in the care of the Warwickshire Local Authority (Looked After Children).

3.2 Children who have an Education and Health Care Plan which names The Priors School.

3.3 Siblings (including foster brothers and sisters who live at the same address) currently attending The Priors School in the September of the year of their admission.

3.4 Children of a permanent member of staff.

3.5 Children who will be 3 years old before the academic year of their admission.

3.6 Children who will be 3 the soonest in the academic year of their admission.

Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who live nearest to the school. The position of the child's home address in relation to the school; residents within the school's priority will take precedence

A child's home address is defined as the address where he or she resides with an adult with parental responsibility for the majority of their school nights. In cases where a child spends equal time living at two different homes over the course of the year, the address that is most favourable to the application will be considered as the home address.

Within the above criteria, each application is always considered very carefully on its individual needs.

All applicants will be required to complete an application form and return it to the school office.

- Proof of a child's date of birth and home address is required at the time of application, in the form of a child's short form birth certificate or passport along with a child benefit letter or a utility bill (showing the parent/carer's name).
- Where a family is expecting to move house, confirmation of the new address will be required before the application can be considered. Confirmation should be by way of a copy of the signed lease agreement or a letter confirming contracts have been exchanged.
- All applicants will receive a letter, which will be sent via email or posted first class informing them of whether they have a Preschool place.

#### **4. PRESCHOOL INTAKE**

4.1 The Preschool will take children from the term of their third birthday

4.2 A child will remain in Preschool until the end of the academic year in which they are 4 years old.

4.3 Any spare places will be allocated during the year, as they become available, to children who are in the half term after their third birthday or older.

## **5. PART TIME AND FULL TIME PLACES**

5.1 All children applying to our Preschool are entitled to a part time place (15 hours a week for 38 weeks of the year) from the term after their third birthday. If you wish your child to start before you are entitled to this funding you will need to pay the current Preschool fees.

5.2 Full time places will be given to children whose parent(s) qualify for 30 hours free childcare:

\*You can usually get 30 hours free children care if you (and your partner, if you have one) are working 16 hours or more a week and each, earning at least the National Minimum Wage or Living Wage but have a taxable income of less than £100,000 (the earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago).

5.3 If you are not eligible for the 30 free hours then there will be a limited number of places where you can pay the Preschool for additional hours.

## **6. DECISIONS ON PLACES**

6.1 Decisions will be made as soon as possible after the application. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy

6.2 Decisions will be final and there is no right of appeal

6.3 The offer of a preschool place DOES NOT mean automatic entitlement to a place in one of the Reception Classes.

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6.4 Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

## **7. LEAVERS DURING THE YEAR**

7.1 If a child is withdrawn by their parents from Preschool during the school year, we request that parents/carers must give the school a minimum of 4 weeks' notice if possible. The place of a child who has been withdrawn cannot be held open and will be automatically made available to allocate to a child on the waiting list. If parents/carers later wish their child to return to the Preschool then they will have to reapply for a place and the application will be considered according to the criteria along with any other Applications at the time, unless there are special circumstances. The fact that a child has previously been in the Preschool class, or any other Preschool class, will in no way influence the decision on being offered a place.

## **8. ATTENDANCE & LOSS OF PRESCHOOL PLACE**

8.1 If attendance and/or punctuality is poor or erratic the Preschool teacher will talk to the child's parents/carers and remind them that for the child to benefit fully from Preschool education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's Learning Journey

8.2 If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents/carers inviting them to meet with the Head Teacher

8.3 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.

Parent/carers will be notified of the loss of place in writing

8.4 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 Head Teacher, and a letter explaining the situation will be sent to the parents/carers

## **9 TRANSFER FROM PRESCHOOL INTO SCHOOL**

9.1 All parents and carers must be made aware that a place in the Preschool does not guarantee a place in the school and that they must still go through the correct School Admissions Procedure

9.2 The Preschool staff will liaise closely with colleagues in Reception classes to plan for a smooth transition into our Reception class, or any other chosen or allocated school. Preschool staff will send on reports and other agreed records to other schools as appropriate.

## Appendix 1

### Fees

The following is a schedule of the Nursery Fees, which are effective from September 2023.

1. Invoices are produced on a half termly basis and must be paid within 14 days of receipt.
2. A term's notice is required for the removal of a pupil from the Nursery or a charge may be agreed at the Nursery's discretion.
3. Nursery fees will be review each April for the following September and any changes will be notified in writing.
4. The Priors Nursery does not request a deposit to secure a place.
5. There are no admin fees applied to non-funded hours.

### Nursery Fees from September 2023:

		Cost	Cost/hr
Full Day	9am – 3pm	£34.50	£5.75
Morning session	9am – 12pm	£17.25	£5.75
Afternoon session	12pm – 3pm	£17.25	£5.75
15 hours funded entitlement	5 sessions per week	£0.00	£0.00
30 hours funded entitlement	10 sessions per week	£0.00	£0.00

Charges for additional sessions are reviewed annually in September.

It is important to note that you are booking sessions for the term. Any missed sessions due to illness, family holiday or other reasons will still be charged, although discretion may be applied in exceptional circumstances.