



Waterton Pre-Schools

Admissions Policy

Wrenthorpe Pre-School

WATERTON PRE-SCHOOLS
Admissions Policy for Wrenthorpe Pre-School

Statement of Principle

This policy sets out how we make our setting accessible to children and families from all sections of the local community.

Our Aims

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

The school has a (insert number) place nursery. Therefore, a maximum of (insert number) universal places will be offered.

The school will offer maximum (insert number) of these places for the extended offer. This number may change at the discretion of the headteacher but only after all children have been allocated a place for the extended entitlement.

Admission Dates for Funded Places

A child can be admitted to early year's provision the term after their 3rd birthday.

The part-time admission dates are:

Three Year Olds

Born Between	Month of Part-time Admission	Term of Part-time Admission
1 April - 31 August	September	Autumn
1 Sept - 31 Dec	January	Spring
1 Jan - 31 March	after Easter	Summer

April born children will be admitted part-time in the following September and not after Easter regardless of when Easter falls.

Allocating places both Universal and Extended

Parents/carers must contact the Pre-School directly when applying for a place. The child's name will be added to the waiting list and the parent/carer will be requested to complete an application form, which includes collecting information regarding attendance patterns. All requests will be considered though we prefer that funded children take up their full entitlement to support their learning and development.

A parent taking both the universal and extended entitlement at two settings decides who will provide the universal and who will provide the extended.

The Pre-School will allocate universal places the term before the child will enter the Pre-School.

The Pre-School will allocate extended entitlement places once all codes have been submitted and verified; usually the term before the child is due to take up the provision.:

Allocation of extended entitlement places will be on the assumption that the parent is eligible for the extended entitlement should this not be the case the Pre-School will remove the place. If all extended entitlement places have been allocated then the Pre-School may, at the discretion of the manager, agree to offer any spare places and charge the parent. Charges are set out in the Pre-Schools Charging Policy.

Any applications received after the specified dates will only be considered once all other applications have been dealt with.

Following the allocation of places, all parents will be notified in writing of the decision to grant a place, or not.

Following notification that a place is available, a child will be expected to take up the place within 2 weeks of the expected start date. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the manager, then the offer of a funded place may be removed.

The Pre-School will record evidence to verify a child's date of birth, identity and the parent's eligibility for extended hours as appropriate.

Parents are also asked to provide valid proof that the address given for the child is the address at which they are ordinarily resident. Parents are asked to sign the application form stating that all of the information provided is correct. If a parent/carer refuses to provide this then it could affect a parent's/carer's application for a place. If a parent/carer provides inaccurate information, which results in an application not being successful, then the Pre-School reserves the right to remove the place.

For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the Pre-School will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

If a child is refused a part-time early years funded place then the parent/carer may appeal to the committee of governors. Governors will adhere to the Early Years Foundation Stage Statutory Framework and will not admit children over their designated nursery number or earlier than the specified admission dates. Therefore, the only grounds for upholding an appeal will be where a parent can demonstrate that an error has been made by the school when processing the application.

Parents will be notified that there is no guarantee that a child who is admitted to a Waterton Pre-School on the site of a Waterton Trust Academy will be admitted to the school full-time. Parents of children in Pre-School must complete the Local Authority's Admissions Preference Form in order to request a full-time place in school. The Local Authority has a statutory duty to apply the admissions criteria afresh to determine which school has places.

Our Practice at Wrenthorpe Pre-School

- We will ensure that our setting is widely advertised and reaches the whole community. If necessary, any information relating to Wrenthorpe Pre-School will be translated into appropriate languages, Braille or through signing or an interpreter.
- We arrange our waiting list for Pre-School on a first come, first served basis in the following order:
 1. A child living in Wrenthorpe or Carr Gate who is eligible for 3 and 4 year old funding
 2. A child living in Wrenthorpe or Carr Gate who is eligible for 2 year old funding
 3. A child with a sibling who currently attends Wrenthorpe Academy in the following order:
 - a) Eligible for 3 and 4 year old funding
 - b) Eligible for 2 year old funding
 - c) Over 2 years of age
 4. A 2 year old living in Wrenthorpe or Carr Gate
 5. Any other child living in Wrenthorpe or Carr Gate
 6. Any other children living outside Wrenthorpe or Carr Gate
- We arrange our waiting list for Early Birds & Night Owls on a first come, first served basis in the following order:
 - Pre-school children
 - Wrenthorpe Academy children who's siblings currently attend Early Birds & Night Owls
 - Wrenthorpe Academy children
- We keep a vacant place to accommodate an emergency admission. Wrenthorpe Pre-school, Early Birds & Night Owls recognise that children with special needs may have a greater need than others and would consider them a priority when allocating places.
- We describe our setting and its practices in terms
 - that make it clear that we welcome both mothers and fathers, other relatives and other carers including child minders,
 - that make it clear how we treat each child and their family having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or where English is a newly acquired additional language,
 - that make it clear how we enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is an accurate reflection of the pattern of the local community.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of the continuity in the setting that provides stability for all the children.

- If a parent decides that their child is not ready to start Pre-school when first offered a place, then the place will be offered the following term if available (and the child will automatically be placed at the top of the waiting list).
- To ensure continuity, it is expected that children taking up a place will attend as regularly as possible and for all allocated days.
- Children eligible for 3 and 4 year old Early Years Free Entitlement funding currently attending Pre-school will be offered up to 30 hours per week across our provisions.
- Any remaining hours will be offered to the children on the waiting lists in the order detailed.