



# Pre-School Admissions Policy

Version	Date Ratified by Local Governing Board	Comments	Author
1	April 2018		Sam O'Regan
2	March 2020		Sam O'Regan
3	May 2022		Sam O'Regan
4	February 2023		Sam O'Regan
5	January 2024	Alteration of Offers of Places section timeline & clarification of waiting list for Autumn Term	Sam O'Regan
6	January 2025	Addition to admission number section, to include 18 & 24 hour options.	Sam O'Regan
7	May 2026	Alteration of hours of operation & core offer	Sam O'Regan Mar 26

## Introduction

We will seek to offer an admissions system that provides equal and fair opportunities to all applicants. An Educate Together school is committed to the principle of equality of access, irrespective of social, cultural or religious background. This document sets out the process for applying for a pre-school place at Somerdale Educate Together Primary school.

There are separate processes for pre-school and Reception places. Parents need to apply for both stages as they are not linked and having a pre-school place does not guarantee a place in Reception. Parents must apply for a place in Reception using the correct Bath & North East Somerset Council Admissions Procedure which can be found on their website.

## Age of Admission/Entry Points

The main point of entry to the pre-school will be in September each year. Places for the September entry will be offered to children who will be three by 31<sup>st</sup> August of that year as detailed in the Offers of Places section below.

If there are more children on the waiting list than places available, then the oversubscriptions criteria will be applied.

If after our main entry point there are still spaces, then we will also have a Spring entry point (January) and a Summer entry point (After Easter).

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## **Making an Application**

If parents or carers wish to apply for a pre-school place they must apply using the ‘Application to join Pre-School’ online form that is available from our website [www.somerdaleet.org.uk](http://www.somerdaleet.org.uk). Parents can make an application for any point, but submitting an application form does not confirm/guarantee a place.

## **Offers of Places**

Offers of places will be sent via e-mail.

Offers of places will be made in the last week of Term 2 before the Christmas holidays for children to start in the following Autumn Term.

Offers of places will be made in the first full week of July for children to start in the Spring Term.

Offers of places will be made in the last week of Term 2 before the Christmas holidays for children to start in the Summer Term.

Parents/Carers will need to accept or reject a place in writing within 14 days of receiving the e-mail. If no response is received within fourteen days, the place will be reallocated to the next applicant on the waiting list using the set criteria. On acceptance of a pre-school place, we will require to see proof of address and your child’s birth certificate.

## **Purchasing additional sessions**

If space allows, we may be able to offer additional sessions at certain points of the year, on top of our core offer. Our capacity to offer any additional sessions is reviewed three times a year. For more information, please see the Pre-School page of our website.

## **Admission Number**

Where fewer applicants than the published admission number(s) for the pre-school are received, the Academy Trust will offer places at the pre-school to all those who have applied. Where an application for a place is submitted after the last week of Term 2 for an Autumn start in the next academic year, if there are spaces available for the Autumn term, the Academy Trust will offer places at the pre-school to all those who have applied. If there are no spaces, the child’s name will be put on the waiting list, as detailed in the ‘Waiting List’ section of this policy. Somerdale Educate Together will offer the 15 hours free childcare for 3 and 4 year olds. We will also offer places for those eligible for 30 hours free childcare. Please see below our core offer options:

Hours	Options
13 hours	8.45am – 3.15pm two consecutive days
15.75 hours	8.45am – 3.15pm Monday and Tuesday 8.45am – 11.30am Wednesday*
15.5 hours	12.45pm – 3.15pm Wednesday* 8.45am – 3.15pm Thursday and Friday
19.5 hours	8.45am - 3.15pm three days – at least two of these must be consecutive



26 hours	8.45am – 3.15pm four days – at least two of these must be consecutive
32.5 hours	8.45am – 3.15pm Monday, Tuesday, Wednesday, Thursday, Friday

\*Please note, Wednesday half-day sessions, children do not eat at pre-school.

## **Oversubscription Criteria**

Where Somerdale Educate Together is named in a child’s Statement of Special Educational Needs or Education, Health and Care Plan the school is legally required to admit the child to the pre-school. These places take priority and will be allocated before the oversubscription criteria are applied. If there are more applications than places, the following criteria set out below, in priority order will apply:

1. Looked after Children (i.e. children who are in the care of local authorities as defined by Section 22 of the Children Act 1989). In this case, the local authority must confirm that the child will be in public care when he or she is admitted to pre-school. This definition will also include ‘previously looked after children’ who have been adopted immediately after being looked after, or who, immediately after being looked after became subject to a child arrangements order or special guardianship order
2. Children with brothers/sisters at the pre-school or primary school at the time of the proposed admission. Brothers/sisters must live at the same address as the child for whom the application is being made. This includes half, step and foster brothers/sisters who live at the same address.
3. Other Children.

## **Tie-Break**

If the school becomes oversubscribed in any of the above criteria a tie-break will decide who is admitted. First, we will prioritise those living closest to the school as the crow flies. If children live exactly the same distance from the school a place will be provided on the basis of drawing lots randomly.

## **Waiting List**

The school will operate a waiting list for the pre-school. Where the school receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the school and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria where they will start at the next entry point. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **Appeals**

All applicants refused a place have a right of appeal. Appellants should contact the Local Governing Board within two weeks at Somerdale Educate Together, Tiberius Road, Somerdale, Keynsham BS31 2FF for information on how to appeal.

## **Attendance and Loss of a Pre-School Place**

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If attendance and/or punctuality are poor or erratic, the Pre-School Teacher or Early Years Foundation Stage Leader will talk to parents and remind them that for the child to benefit fully from pre-school education, attendance needs to be regular and punctual due to the great demand for places. This conversation will be recorded and dated in the child's records. If after a period of two weeks, attendance and/or punctuality remain poor, a letter will be sent to the parents inviting them to meet with the Headteacher. 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. 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 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 Headteacher and a letter explaining the situation will be sent to the parents and their place may be offered to someone else.

For child well-being it is extremely important that parents/carers pick up children promptly at the end of sessions. If a child is picked up late regularly then Somerdale Educate Together reserve the right to withdraw the child's place at pre-school, following the procedure described above.

### **LEAVERS DURING THE YEAR**

If a child is withdrawn by their parents from pre-school during the school year, we request that parents 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 for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the pre-school, they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances.

### **Transfer from Pre-School to School**

All parents and guardians must be made aware that a place in the Pre-school Class does not guarantee a place in the Reception Class and that they must still go through the correct Bath & North East Somerset Council Admissions Procedure. Parents will be reminded of this through school newsletters. The pre-school staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Pre-school staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

### **Publication of this Policy**

This policy will be published in full on the school website. It will be readily available from the school office. Where appropriate and practicable, the policy will be made available in different languages to suit local communities.