

# **Information and Records**

## **Admissions**

### **Policy Statement**

#### **Handsworth Pre-School Admissions**

It is our intention to ensure that Handsworth Pre-School is accessible to children and families from the local community. We aim to make sure that local families have access to the setting through open, fair and clearly communicated procedures.

Under the Equalities Act 2010, it is illegal to discriminate against others on the grounds of protected characteristics. These include disability; race; gender re-assignment; religion or belief; sex; sexual orientation; age; pregnancy or maternity; paternity; marriage and civil partnerships. We aim to ensure that our admissions policy and procedures encourage and enable equal access to Pre-School. We monitor our admissions procedures, and regularly review our policy, to ensure we do not discriminate against any element of our community. More information about the Pre-School values is set out in our “Inclusion: Community Values and Positive Behaviour” Policy.

#### **Admissions Policy**

Handsworth Pre-School is registered with OFSTED. We generally offer 28 places per session. Sessions are 3 hours per day – 15 hours per week. Our hours are 9.00am-12.00 noon, Monday – Friday. We operate for 38 weeks per academic year, spread across three terms (six half terms). Session times and term dates are set by the Pre-School and are published on our website and in our Parent Booklet. Pre-School reserves the right to change the number of places we offer per session, within the requirements of the Early Years Foundation Stage, and subject to our need to do so. We also reserve the right to change any published session times and/or term dates should the need arise.

#### **Funded Children**

We offer places for 3-4-year olds, funded by the Local Authority through the Free Early Education Entitlement (FEEE), and places for 2-3-year olds, also funded by the Local Authority. Children are funded through these grants from the term after their 2<sup>nd</sup> (if eligible) or 3<sup>rd</sup> birthdays.

Places are offered to funded children on the basis of 15 hours per week.

Families who are eligible for 30 hours free childcare may split the grant. We require 15 hours at Pre-School to remain financially sustainable, but parents are free to use their remaining 15 hours at another setting or provider.

#### **Fee-Paying Children**

Children who are rising 3 – that is, will be three years old within the academic year – may be offered fee paying places prior to the commencement of the FEEE. Fees are

payable half-termly in advance. Fees are set by the Parent Committee and are reviewed annually.

Fees paid are refundable in the following circumstances:

- The Pre-School is required to close either temporarily or permanently by the Local Authority, the Department for Education, OFSTED or by any other legal or statutory body.
- The Pre-School closes temporarily to maintain the health and safety of the children or staff; and/or
- Any other occasion in which it would be illegal for the Pre-School to open or for a child to attend.

Fees remain payable should your child be absent for any other reason. Specific family circumstances may be taken into account on a case-by-case basis and following discussion with the Pre-School Leader."

Fees are published on our website, in our Parent Booklet and on display in the Pre-School hall.

## **Admissions Procedures**

### **Applying for a Place**

Parents/carers wishing to apply for a place at Pre-School must complete an application form and send it to the Business Manager. Application forms can be completed online on our website, or you can obtain a hard copy of the form from the Pre-School.

Once your application form has been received, your child's details will be placed on our waiting list. Applications are accepted until your child would be eligible to start school (that is, the academic year in which they turn 5).

You may withdraw your child's details from the waiting list at any point. Please contact the Business Manager to do so.

### **Distribution of Places**

The majority of places at Pre-School are offered towards the end of the Spring Term/beginning of the Summer Term for commencement in the following September (Autumn Term/new academic year). However, we also offer 'in year' places, as and when they become available.

The number of places available each September will vary depending on the number of children who are staying on to complete a second academic year at Pre-School. The number of places available is also determined by staff ratio and other legal requirements set out in the Early Years Foundation Stage.

Available places will be offered on the following basis:

- Grant funded children

- Children with SEN – children with an existing, identified need and/or those who are or have been supported through specialist provision at a local Children’s Centre; the Early Years Home Visiting Service; Good Beginnings or a similar Local Authority run programme for children with additional needs
- Children with a sibling attending the setting in the same academic year
- Exceptional family circumstances, which will be considered on a case-by-case basis

Subject to the criteria above, remaining places will be offered to children on the waiting list in birth date order.

Should places arise in Pre-School within the academic year, they will be offered on the basis of the criteria set out above.

Your child’s details will remain on our waiting list until they are of school age. In exceptional cases, and if places are available, Pre-School may admit a child who will complete some or all of their school Reception Year with us.

We will maintain a place for a child currently attending, who is summer born and/or has SEN, if their parents want to defer their entry to school and want them to continue to attend Pre-School.

We will consider on a case-by-case basis new applications from parents of children who are summer born and/or have SEN, who wish to defer their child’s admission to school Reception class.

Department for Education guidance defines summer born as meaning children who are born between 1<sup>st</sup> April and 31<sup>st</sup> August each year.

### **Fee-Paying Places**

Fee-paying places are offered on the basis of a minimum of three sessions per week (9 hours) per week. In general, we find that the more consistently a child attends, the quicker they settle. Your child’s key person will discuss with you how we can best help your child settle into Pre-School. More information on how we help children become confident members of our community is set out in our “Teaching and Learning” Policy.

Fee-paying children attending fewer than five sessions per week, may extend their hours of attendance to 15 hours (five sessions) in the term after their third birthday when they become eligible for the FEEE. Pre-School will offer the additional sessions per week subject to their availability.

In general, we aim to enable all children to take up their full fifteen hours entitlement once they are eligible, but this is dependent availability, the age profile of each cohort, staff ratios and/or financial needs. In the half-term before your child is eligible for the FEEE, the Business Manager will confirm with you whether the additional two sessions per week are available.

You will be asked to complete the Local Authority’s Parental Declaration Form. To remain financially sustainable, we also ask parents to allocate the fifteen hours of FEEE to the Pre-School.

### **Review and Appeals**

Our policy and procedures are reviewed regularly and are subject to approval by the Parent Committee. The Pre-School retains the right to amend and update the admissions policy and procedures.

If parents consider they are subject to unlawful discrimination as a result of the operation of our Admissions policy and procedures, they may follow the arrangements set out in law.

This policy was adopted at a meeting of	<a href="#">Handsworth Pre-school</a>	name of setting
Held on	<b>2 February 2021</b>	(date)
Date to be reviewed	<b>1 February 2022</b>	(date)
Signed on behalf of the management committee		
Name of signatory	<b>Jonny Cooper</b>	
Role of signatory (e.g. chair/owner)	<b>Chair</b>	