

Policy on Admission to Green Hammerton CE School Preschool from September 2014

At Green Hammerton CE Primary School we offer high quality Early Years provision within a Foundation Stage Unit. The unit comprises a 13 place preschool (Foundation One) and a 17 place full time reception group (Foundation Two), catering for children aged 3 to 5. This policy sets out how places are allocated for Foundation One class and the procedures for applying for a place.

A place in the preschool does not have any bearing on whether the child will get a Reception place.

Parents **MUST** also fill out an Admissions form for both the school and North Yorkshire County Council separately for a **Reception** place.

The Early Years Entitlement

Early Years Entitlement enables all children to access early learning and care based provision from the term after their third birthday. The entitlement is for up to 15 hours a week over a minimum of 38 weeks of the year.

This means that:

- Children with birthdays between 1st January and 31st March can access 15 hours free preschool provision from the start of the following Summer term (after Easter).
- Children with birthdays between 1st April and 31st August can access 15 hours free preschool provision from the start of the following Autumn term (September).
- Children with birthdays between 1st September and 31st December can access 15 hours free preschool provision from the start of the following Spring term (January).

The Governing Body has determined that **additional sessions** may be purchased for **£4.40 per hour** and this will be reviewed annually in April. **Lunchtime supervision** can be provided at a cost of **£4.40** (this does not include the cost of a meal).

Parents are able to request any combination of preschool sessions, subject to availability. Session times are as follows:

Mornings 9:00 am to 12:00 noon

Afternoons 1:00 pm to 3:15 pm

Lunch time 12:00-1:00pm

All day – 9:00 am to 3:15pm

Children who stay all day may bring a packed lunch or parents/carers may purchase a school meal.

Before and after school care is available at the Hive. Parents wishing to use this facility should apply using the Hive application form available from the school office or the school website.

Applying for a place in the preschool (Foundation One)

As Green Hammerton CE Primary School is a voluntary controlled school, the governors are responsible for preschool admissions.

The closing dates for applications are as follows:

- By the 31st May for a September start.
- By the 31st October for a January start.
- By the 31st January for an April start.

Parents should complete a Preschool Application Form available from the school office or the school website at www.greenhammerton.n-yorks.sch.uk and return to the school office either by post (York Road, Green Hammerton, York, YO26 8BN) or email (admin@greenhammerton.n-yorks.sch.uk).

Allocating places

The Published Admission Number of our preschool is 13. This means that there are 13 places available in each session. Following the closing date, the admissions panel will meet and will rank all applications according to the school's Admissions Criteria listed below and not according to when the application was made. Priority will be given to the oldest children first.

The offer of sessions will be made according to this ranking and will be made to meet parental need wherever possible. This will include offering successful applicants their full 15 hours' free entitlement plus any additional purchased hours that the parent may need. Parents are encouraged to be flexible in their choice of sessions as this will aid the allocation of places.

On behalf of the Governing Body, a member of the school office staff will contact all applicants approximately half a term in advance of the start date, informing them of the offer. If parents accept the offer they will be invited to a 'stay and play' session in the Foundation Stage Unit to meet staff and agree a start date. If the place is not accepted it will be re-allocated according to the ranking list.

If the preschool is over-subscribed, parents who have been unsuccessful can request that their application is placed on a waiting list in case vacancies arise.

Late applications

If an application is received when a child is already over 3 years old, sessions will be offered if these are available and the child will be able to start as soon as possible. If the preschool is full, the application will be placed on the waiting list and considered against the admissions criteria when a vacancy arises.

Criteria for Admission into the Preschool

Where we receive more applications than the number of places available - the Published Admission Number, currently 13, the governing body will prioritise applications using the following criteria:

Admissions Criteria

Children with a statement of special educational need if the statement names the school. (In accordance with section 324 of the Education Act 1996)

Over-subscription Criteria

Where there are fewer applications than places available, all children will be admitted. In the event that more applications are received than there are places available, places will be allocated in the following order of priority:

1. Looked after children or previously looked after children for whom Green Hammerton CE Primary School has been expressed as a preference, including children who have been adopted but who were previously in public care, those with a residency order and those with special guardianship.
2. Children who have a sibling at the school at the expected time of entry to the preschool.
3. All other children.

Tie Breaker – If there are more applications falling within any of the above criteria than there are places remaining, available priority will be given to those living nearest to School (see below).

Definitions and Interpretations

- Proximity to the School will be measured by the shortest walking distance from home to the main entrance of the school as electronically measured by the local authority.
- Siblings are children who normally reside at the same address and who are blood relatives, step children, adopted children or long term foster children
- The expression 'parents' includes legal guardians.