



Pre-school Admissions Policy

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Aims

The purpose of this admissions policy is to ensure the transparent allocations of places for children to access integrated care and education at Gunthorpe Explorers Pre-school.

It is our aim to ensure all children in our community have ease of access and to provide the support required to ensure parents/carers are well informed of the facilities and services available to them.

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Legislation and Guidance

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

Roles and Responsibilities

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

Definitions

Looked after children are children who, at the time of making an application to a school, are:

- In the care of the local authority, or
- Being provided with accommodation by a local authority in exercise of its social services
- Sibling - a brother and/or sister and any child living in the family unit i.e. half- brother/sister and/or step-brother/sister.

Provision and Application

We provide 15 part-time-equivalent places for children from the age of two years old. We can provide places for up to 15 children in the morning and 15 in the afternoon. Availability of all day sessions is dependent on demand. When a parent/carers communicates an interest in applying for a place at Gunthorpe Explorers Pre-school they are required to complete a Pre-school application pack, including an application form, Count Me In funding form, signed Acceptance of Terms and Conditions.

We will also need to see the child's birth certificate. On receipt of these forms, their child is placed on the waiting list according to our allocation criteria.

Catchment

Gunthorpe Explorers Pre-school serves the catchment area of Gunthorpe and its surrounding area

The Academy Trust of Soke Education Trust is the admission authority for the pre-school. This means that the academy trust sets and applies the admissions policy for the pre-school. The Local Governing Committee has been delegated responsibility for applying the admissions policy and managing the day-to-day admissions process in accordance with the Trust's Scheme of Delegation.

Allocation of Places

When a place becomes available, we operate a waiting list for current pupils to increase or change their sessions. Parents/carers need to request these session changes by completing a Change of Session form. Changes to sessions may only begin at the start of a new half term and with two weeks' notice prior to the end of the current half term. This is subject to the requested sessions being available.

When a new place becomes available, we operate a waiting list and places are allocated and offered out to families according to the following criteria:

1. Children in care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a residence, or care arrangements order or special guardianship order
2. Children of staff employed by the Gunthorpe School and Pre-school,
3. Children who reside in the Gunthorpe Primary School catchment area and who have a sibling attending the school at time of admission
4. Children who reside in the Gunthorpe School catchment area but do not have a sibling attending the school at the time of admission.
5. Children who reside outside the Gunthorpe School catchment area with a sibling already attending Gunthorpe School
6. Children who reside outside the Gunthorpe Primary School catchment area but do not have a sibling attending the school at the time of admission

We reserve the right to offer a place to a child that may be subject to a Child Protection plan, considered to be a Child In Need or by attending Gunthorpe Pre-school it means that as a setting we can more effectively meet their safeguarding or SEN needs.

We also reserve the right to offer places to children of members of staff if it enables them to attend their place of work and manage their childcare through the support of our service.

We reserve the right to allocate places based upon the needs of the child and constraints of the setting.

Session Times

Children are able to access the following sessions:

Full day sessions – 9 am – 3.00 pm, including lunch.

Morning session – 9 am – 12 pm

Afternoon session 12.00 pm – 3.00 pm

Charges

Aside from the 15 and 30 hours free entitlement or any additional benefit for childcare costs, the charges will be as follows:

Half day session

£15.00

Full day session
£30.00

Children attending a full day session will need to bring their own packed lunch.

Applying for a Reception Place

Gaining a place at the Gunthorpe Explorers Pre-school is not a guarantee of a Reception place. Parents/carers will still need to go through the usual Local Authority admissions processes to gain a Reception place at Gunthorpe Primary School.

Long-term Absence

We reserve the right to withdraw places if a child is absent from the setting for more than 2 weeks. This is at our discretion following consultation with the Early Years Funding team.

Links with other Policies

Pre-school Attendance