Southill Primary Pre-School Admissions 2024/2025

We are a values led federation

We respect ourselves; we respect others; we respect our environment.

Southill Lower School will admit children into the pre-school up to the admission number of 11 per session each academic year (this may be reviewed annually). The places offered will be full time, mornings or afternoons according to demand.

Pre-school children are non-statutory pupils and will have to apply for the main school in the year that they are 5 via the Local Authority admission process and enter into Martins reception class. The school is not the admissions authority for entry into the main school. A pre-school place in school does not guarantee a place in the reception class; the Local Authority follows the equal opportunities offer for working parents.

Admission Criteria

Admissions are subject to the availability of pre-school spaces and children will be admitted to Martins Class – nursery section.

Should there be more applications than places, the following criteria will be used to determine how places are allocated: -

1. All 'looked after' children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted,
2. Pupils living in the catchment area with siblings at the school,
3. Other pupils living in the catchment area
4. 'Very exceptional' medical grounds
5. Other siblings living outside of the catchment area
6. Any other children.

If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to the Headteacher's office

Pupils who have an Education, Health and Care Plan are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

Definitions:

Previously 'looked after' children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

"Looked after children" The Children Act 1989 defines a child who is "looked after" as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

"Sibling" A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner, and in every case the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

'Very Exceptional' Medical Grounds – 'Very exceptional' medical grounds refer to cases where there are exceptional medical reasons which make it essential that a child should attend a particular school and where the preferred school is the only school locally that could meet the child's needs. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/childminder.

"Home address" A pupil's home address will be regarded as the address of the parents/carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Monday to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation.

Admission Arrangements

Parents wishing their child to attend Southill Lower pre-school need to register with the school office. An application form needs to be completed and a birth certificate and proof of address is required to register your child. This will then be acknowledged that you have registered an interest, it is not an acceptance of a place in the pre-school.

The waiting list operates on a date of birth admission not on a registration date, thus potentially holding a place in the term and year of possible entry into school. The waiting list will close 4 weeks prior to the half term of offer letters to allow organisation of admissions into the following term.

We operate a termly admissions process - Children will enter the pre-school the term after they are 3, in Martins Class– the admissions can vary each year depending on numbers of children at each entry point (if the class is full in the September intake then there will be no further entry that year) Children are admitted

into the pre-school class, with those entitled to free full time sessions accordingly. Places are not offered by parental choice.

The pre-school comprises of Martins class within the school site, which has a dedicated teacher and qualified staff; staff to pupil ratio is 1:13 except in the case of special need requirements where another adult will be present as indicated.

Working parents/carers are entitled to either 15 or 30 hours and this will be offered as 5 mornings and 5 afternoon sessions, we cannot offer a flexible offer beyond 38 weeks of usual school year but we can provide wrap around care (chargeable) if required.
Non-working parents/carers are entitled to 5 free 3 hour sessions per week - any additional sessions requested will be chargeable if available.

The Governing Board determines and reviews the scale of charges on an annual basis.
Confirmation in writing of your child's place will be before the half term before your child is due to start. (E.g. if a child starts in January, notification will be sent by the October half term) Before your child starts in the pre-school you will have the opportunity to meet the staff and your child their classroom. Dates for this will be shared during the academic year.

The parents/carers and child visit the pre-school prior to commencing their session. It is an opportunity for the class teacher to get to know the child in a school setting and for them to mix with peers and families in the same cohort. It is also an opportunity to look around the school, meet members of staff and to collect information on the school uniform.

1. Before the child starts school, a member of the Early Years Foundation team will meet parents/carers at home or in their current nursery, so that we can get to know the child and discuss their learning journey so far.
2. In-year entries into pre-school will be allocated on availability of spaces
3. Pre-school children move into the reception class in the year that they are 5. Children who start in the pre-school will need to apply for a place in reception Martins class. Parents need to make a formal application for a place in accordance with the local authority admissions process (see main school admissions).
4. If oversubscribed, we retain the right to review and amend our numbers per session on an annual basis.
5. If families require a full time provision, then wrap around care is available through the school's breakfast club from 7.30am and after school club until 5.00pm, this can be incorporated into the school day on a fee basis.

Appeals Process

There is no statutory right of appeal against a decision with regard to admission to a pre-school class. If your child is not offered a place, the school will keep a waiting list and will advise you should a place become available. Parents wishing to object to a decision concerning their application should put their concerns in writing to the Executive Headteacher.

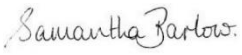
Policy Review

The Governing Body of our school is responsible for ensuring the annual review of this policy, and for reporting back to the Local Authority.

Date policy agreed: October 2024

Signed Andrew Jackson (Chair of Governors)

Signed Samantha Barlow (Executive Headteacher)



Date of Review: October 2025