

Hartford Infant and Pre School



Pre School Admissions Policy March 2021-22

Lead person: Mrs Rae Lee
Adopted by Governors: Spring 2021
Reviewed: Spring 2022

Introduction [This policy is applicable for the academic year 2021-22 for a September 2021 intake].

Hartford Pre School is a part of the Cam Academy Trust providing education for 3 and 4 year-olds. The maximum number of children that can be admitted is 16 per session (sessions are either morning **OR** afternoon). Children attend Monday to Friday in term time.

There is no maximum limit on the amount of hours a child can attend and sessions can be NEF funded by the Government and/or paid for at a rate of £15 per 3 hour session. This ensures that the child has continuation of childcare provision. To promote this, we will not take children for less than 3 sessions (9 hours) a week.

Sessions times are:

- 5 morning sessions of 8.45am - 11.45am [15 hours] **or**
- 5 afternoon sessions of 11.45am - 2.45pm [**bring a packed lunch**] [15 hours] **or**
- 5 extended sessions of 8.45am - 2.45pm [30 hours]

The Pre School anticipates that there may be occasions when we are unable to offer places to all parents wishing their child to attend the Pre School. It is unfortunate when this occurs, but the Pre School has a set limit beyond which it cannot function efficiently, pupil/teacher ratios will become unacceptable and the Pre School may not comply with various Health and Safety Regulations. To allocate places on a fair basis to all, we have formalised the admissions procedure and clearly defined the method of prioritising in the event of oversubscription.

The Pre School places no constraints on who may apply for entrance to the Pre School, and all applications will be considered and processed in accordance with the guidelines in this document. Children will be admitted without reference to ability or aptitude.

All Pre School places are funded by the Government. The Pre School makes no charge in relation to the free entitlement to 15 hours of Pre School provision. Every child is entitled to these 15 universal hours a week from the term after they turn 3 years old. At Hartford Pre School that equates to either **5 morning sessions** or **5 afternoon sessions** of free provision. Our main intake of children is in September each year. **If your child is not yet eligible for funding an additional charge of £15.00 per 3-hour session will apply.**

Some children are eligible for a *further* 15 hours a week of government funding (extended provision). You will need to visit the website <https://www.childcarechoices.gov.uk/> to find out if you are eligible for this. Please note we have limited capacity to accept children entitled to the extended provision and currently only offer 7 of these full-time spaces. Please see below to understand how we allocate these 7 spaces.

This document sets out to state the following regarding admission to Hartford Pre School:

- Admission criteria applying to an application.
- Prioritising in the event of oversubscription.
- The method of applying and the way in which the application will be handled.

It must be noted that, due to the funding arrangements and our initial opening constraints, only applications from parents who wish to take up **all 5 morning** or **all 5 afternoon sessions** will be considered in the first instance.

Definitions

Throughout this document the word '**parent**' is to be taken to mean parent(s) or carer(s) of the child.

'**Brother or sister**' is defined as children aged 4 to 16, living in the same family unit.

'**Home address**' is to be taken as the address of the adult(s) with parental responsibility with whom the child normally lives. The home address is that which applies at the time of application. Where children spend time with parents at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident. Where children spend equal time with both parents, the address used will be the one most advantageous to the application e.g. closest to the Pre School. Changes of address occurring shortly after application can normally be considered if notified in writing to the Pre School. Places cannot be allocated based on intended future changes of address, unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. Proof of address would be required in this circumstance. A temporary address will only be used for allocation purposes where no permanent address is available.

'**Nearest the Pre School**' in oversubscription criteria, will in each case be measured in a straight line to the home address from the Pre School using Google maps which locates the address by postcode.

Admission Criteria

In the first instance we encourage a September start to be in line with the rest of the school. To qualify for entry in September, the children must have reached the age of three by the 31st August in that year. If your child turns three

later in the academic year you can still apply for a place which would be subject to availability. E.g. if your child was three in January 2022 your child could start in the Summer term (April 2022).

Offer and Acceptance Procedures

It is vital that applications are made as early as possible so that the Pre School can process them and let parents know where they stand well before their son or daughter is due to start. If we are unable to offer a place this will ensure that parents have time to make alternative arrangements. We therefore will not prioritise any late applications until all timely applications have been offered a place and decided to accept or reject it.

Applications must be made using the application form available from the school office (01480 398046 or office@hartfordinfantschool.org) or our school website (www.hartfordinfantschool.org). This will ensure that the Pre School has all the necessary information.

The sequence of events will be as follows:

- Application form received by the Pre School, registered and dated, by **30th April** (for a September 2021 start).
- At the beginning of May prior to the September of admission, a place will be offered to all children meeting the priority criteria, up to 16 places.
- Acceptance of a place is open for 10 working days.
- The Pre School would naturally welcome being kept up to date regarding any changes in circumstances (e.g. an impending move from the area or decision to go to another school) in order to be as fair as possible to others on the waiting list.

When an offer is made the applicant is to confirm that they wish to accept the space within 10 working days. In the event of oversubscription, and in fairness to those on the waiting list, the Pre School must know quickly how many places will be taken, so that spare places can be offered to others. We would not expect applicants to hold more than one Pre School offer.

If we do not receive a reply to the offer within 10 working days, we will consider this as rejecting the place. We will of course attempt to contact applicants before doing this.

Admissions Criteria

- **First Priority**
Children who are either 'Looked After', have an Education Health and Care Plan (EHCP) or a child who was previously looked after but became subject to an adoption, residence, or special guardianship order.
- **Second Priority**
Children who have a brother or sister, (as defined by the Children Act 1989), at Hartford Pre School, Infant School or Hartford Junior School, at the date of application.
- **Third Priority**
All other children.

If there are more children in any category than there are places available, places will be prioritised and awarded to children who **live nearest** to the Pre School.

If there are more children who are eligible for the extended hours provision of which we have limited capacity [7 spaces only] again places will be prioritised and awarded to children who **live nearest** to the Pre School.

Ethnic Origin

It is the Pre School's policy that children of all ethnic backgrounds shall have equal consideration relating to the admission to the Pre School.

Application to Hartford Infant School

Although the Pre School is part of the Cam Academy Trust, there is **no** automatic entry to the Reception year of the Infant School. Parents must apply and register for the Infant School separately in accordance with the School's Admissions Policy. Children attending Hartford Infant and Pre School **do not** have higher priority in the Infant School Admissions Policy. It is not a requirement to have attended the Pre School in order to be able to apply for a place at Hartford Infant School.

Oversubscription for morning/afternoon sessions

Whilst we will endeavour to allocate your preferred session, in the event of oversubscription for either mornings or afternoons, places will be allocated based on the admissions criteria.

Applications will be kept on a list in accordance with the admissions criteria and parents will be contacted in accordance with that list, should a place become available subsequently for the preferred session.

Admission Criteria other than September intake

Applications must be made using the application form available from Hartford Infant School office (01480 398046 or office@hartfordinfantschool.org) or from the Hartford Infant School's website www.hartfordinfantschool.org.

If you wish to register your child for the spring or summer terms only, then a place will be offered subject to availability during the term before and the same priority criteria will apply as before.