



## Preschool Admissions Policy and Oversubscription Criteria

**Policy Updated:** November 2019

**Policy Review Date:** November 2020

As an academy school, the Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. These schools set their own oversubscription criteria.

These arrangements seek to comply with the government's [School Admissions Code](#), the [Local Conditions of Funding the Early Years Education for two-, three- and four-year-olds](#) and the [Early Years Pupil Premium](#), the [Early Education and Childcare Statutory Guidance for Local Authorities September 2014](#) and the [Co-ordinated Admissions Schemes of Devon County Council](#), the local authority (LA) for this area.

## **1. The Ethos of Bearness Primary School**

### **1.1.** We provide our pupils with an exciting, rich curriculum involving wide ranging experiences linked to our local environment and the wider world.

We ensure children feel confident, safe and secure so that they are able to experiment with their learning.

We value the contributions of all members of our schools communities, responding positively, rewarding and celebrating together.

We provide a stimulating and varied environment which pupils have a say in, and enjoy; where their curiosity, ability to question, think and argue rationally is fostered.

We encourage children to understand the way they learn, the purpose of learning and its relevance to the real world and their future.

We foster sensitivity, tolerance, understanding and responsibility within our schools communities and within our multi- cultural society.

We provide opportunities for pupils to develop creatively, emotionally, physically, morally and spiritually.

We foster a healthy lifestyle by developing understanding and encouraging good practice.

## **2. Early Years Education Funding for three and four-year-olds**

### **2.1.** All three and four year olds are entitled to a free early years education place for 570 hours a year over no fewer than 38 weeks of the year. Children whose parents are working will be entitled to 1140 hours a year.

### **2.2.** We expect to admit children that will be using their Early Years Education Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The minimum amount of funded time in a day is 3 hours and the maximum is 6 hours.

## **3. Admissions to the Preschool**

### **3.1.** Bearness Primary School admits:

- Non-funded two year olds as rising three year olds at the start of the term in which they have their third birthday.
- Early Years Education funded three and four year olds from the start of term following their third birthday.
- Non-funded three and four year olds from the start of term following their third birthday.

## **4. Patterns of attendance available**

### **4.1.** We are required to offer the Early Years Education Funding in a flexible way. Our school, during term time only, makes a core offer of:

- Morning sessions of 9.00am to 12.00pm and
- Afternoon sessions of 12.15pm to 3.15pm and
- All day sessions of 9.00am to 3.15pm

- 4.2.** If you choose an afternoon or an all-day session this includes the lunchtime period that is 12.30-1.30pm. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Education Funding.

## **5. Charging**

- 5.1.** There is no charge for applying for a place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.
- 5.2.** The school must comply with Devon County Councils [Local Conditions of Funding](#)<sup>1</sup>. A charge cannot be made if a child is only attending the Preschool as part of their Early Years Education Funding.
- 5.3.** All children aged 3 and 4 are entitled to 15 hours of Early Years Entitlement Funding a week, the term after their 3<sup>rd</sup> birthday, for 38 weeks a year. The total annual allowance is 570 hours. If you want to buy additional sessions on top of the 15 funded hours you can do this during any of our opening times. We sell 3 hour or 6 hour long sessions. A 3 hour long session is charged at £12 and 6 hours at £24.

## **6. Childcare Vouchers**

- 6.1.** Our school accepts [childcare vouchers](#). If your employer has a different voucher scheme please contact the school office to discuss your requirements.
- 6.2.** The table below sets out our session times. When applying for a place please tell us what sessions you need. We only consider requests for sessions AFTER the oversubscription criteria have been applied.

Session choices	Hours	Funded/bought hours
9.00am – 12.00pm	3	As part of the Early Years Education Funding or bought.
12.15pm – 3.15pm	3	As part of the Early Years Education Funding or bought.
9.00am – 3.15pm	6	As part of the Early Years Education Funding or bought.

- 6.3.** Parents only wishing to use their 15 funded hours with us need to choose sessions carefully so that they can access the full 15 hours e.g. sessions of 6 + 3 + 3 + 3 hours = 15 OR 9 + 6 hours = 15.

## **7. School Lunches**

- 7.1.** Free school meals (FSM) must be provided for children (whose parents meet the eligibility criteria) and if their child attends both before and after the lunch time period. This

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<sup>1</sup> The Local Conditions of Funding are continually being updated so please make regular visits to the document.

generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age.

- 7.2.** Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch or bring a packed lunch.

## **8. Visiting**

- 8.1.** We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our Preschool but they are strongly encouraged. If you would like to visit Bearnese Primary School, you should contact the school to make an appointment.
- 8.2.** Most children will start at the Preschool at the start of the term or half term. Other children join us “in-year” at other times. This may be because they are new to the area or would like to transfer from another school or early years’ provider.
- 8.3.** To apply for a place here you must use the application form which is attached as Appendix A
- 8.4.** Places are not allocated to a child automatically, even where:
- there is an older sibling attending here;
  - a child attends a particular toddler group or Children’s Centre attached to the school;
  - a parent has expressed an interest at any time in the school; or
  - the child has always lived close to the school.
- 8.5.** No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

## **9. How to apply for a Preschool place**

- 9.1.** Parents must complete the application form and return it to the school. You can apply for a place at any time during the year

## **10. Information provided in an application**

- 10.1.** We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend Preschool and this disadvantages another child. If necessary, we will ask for evidence of a child’s home address and date of birth before admission.
- 10.2.** If you know or believe that your child’s address will change before admission, you must inform the school as this may affect your application.
- 10.3.** You will be asked to provide date of birth evidence so we can check your child’s age.

## 11. What happens next

- 11.1.** If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the Trust prioritise applications according to the oversubscription criteria below.
- 11.2.** We will contact successful parents to welcome them to the Preschool and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.
- 11.3.** If you need help finding a place at another provider please visit <https://www.pinpointdevon.co.uk/>

## 12. Points of Admission to Preschool for funded hours

- 12.1.** Generally children will start at Preschool at the beginning of a term. Eligibility for all three years olds to receive the Early Years Education Funding is at the start of the term following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

Children who are eligible 3 year olds		
On or after	And on or before	Funding starts:
1 September	31 December	Spring (after Christmas)
1 January	31 March	Summer (after Easter)
1 April	31 August	Autumn (after Summer)

- 12.2.** There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in reception at the normal round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

## 13. The Admissions Process

<b>1) Children become eligible for a place when they were born:</b>	On or after 1 April and on or before 31 August	On or after 1 September & on or before 31 December	On or after 1 November & on or before 31 March
<b>2) Visit the Preschool in:</b>	Spring term	Summer term	Autumn term
<b>3) Receive a letter about your</b>	May half term	October half term	February half term

<b>application before:</b>			
<b>4) Reply to the letter</b>	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school		
<b>5) Start at Preschool</b> (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

## 14. Published Admissions Number (PAN)

- 14.1.** This is the number of places we intend to make available for our normal Preschool intake. Once we set this number, we will not refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PAN or we will increase the PAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.
- 14.2.** The Trustees also factor in the local demand for places. If there is a change to the PAN part way through the year this must be published.
- 14.3.** If there is an increase in the demand for places the Trustees may decide to increase the PAN at the start of the following term in order to accommodate children on the waiting list and conversely reduce the PAN if there is a very low demand.
- 14.4.** The table below sets out our Published Admissions Number (PAN)

<b>The maximum number of 3 and 4 year old children (this includes rising 3 year olds) that will be admitted at any one time:</b>	10
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- 14.5.** Where the number of applications exceeds the number of places available the Trustees will use the following oversubscription criteria to prioritise applications for both funded and bought hours:
- 14.5.1.** A child with an Education, Health and Care Plan naming Bearnese Primary School will be admitted.
- 14.5.2.** Looked After Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.
- 14.5.3.** Children with an exceptional medical or social need to attend this setting.
- 14.5.4.** Children who live in the designated area and are eligible for the Early Years Education Funding for two-year-olds.

- 14.5.5. Children who live in the school's designated area who have a sibling at the school.**
- 14.5.6. All other children who live in the designated area.**
- 14.5.7. Children who live outside of the designated area with a sibling at the school.**
- 14.5.8. Children who live outside the designated area who are eligible for the Early Years Education Funding for two-year-olds.**
- 14.5.9. Other children.**

## **15. Waiting lists**

- 15.1.** Following the allocation of Preschool places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.
- 15.2.** If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the Preschool for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

## **16. Increasing the hours attended**

- 16.1.** If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to the child/children on the waiting list. If the parents on the waiting list do not want the places at the times that are available, then the places can be offered to parents of children who are already attending the Preschool. Similarly, if there is not a waiting list and there are parents of children that already attend the Preschool who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made and the oversubscription criteria will be applied to determine who should be given priority for that place.

## **17. Admissions appeals**

- 17.1.** If a Preschool place is refused, parents can go through the school's complaints process to express their concerns. The Trust will review the decision and decide whether the refusal was justified on the grounds that the Preschool is full. Even if it is agreed that the Preschool was full, it will also consider the impact on the child and family and may still award a place at the Preschool if there is both the physical space and sufficient staff available.

## **18. Transport**

- 18.1.** No transport is available for Preschool children.

## **19. Uniform**

- 19.1.** Children attending Bearnas Primary School Preschool are not expected to wear a uniform but may purchase school jumpers if they wish to.

## 20. Claiming the Early Years Education Funding

- 20.1. The Early Years Education Funding can be taken at more than one provider. Although there is no upper limit on the number of providers a child can attend careful consideration must be given to ensuring that the child feels settled, safe and can form relationships with significant adults.
- 20.2. It is important that both the school and parent can see what time is funded and what time is being bought.
- 20.3. Parents must not claim more than the 15/30 hour entitlement, checks are carried out to ensure that over claims are not made.
- 20.4. You may be asked to help complete a [Conflict Buster](#) if you want some funded time with us and some at another provider.

## 21. Changes to attendance

- 21.1. Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1 and 2 below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.
  - 1) New applications from parents whose children do not yet attend the Preschool.
  - 2) Requests by parents whose children attend the Preschool and they want to increase OR change the times their child attends
- 21.2. It is expected that parents will ensure that their child will attend at the times agreed on the form so that children can establish a routine and be ready to start school.
- 21.3. If a child is sick the parent must inform the school. If a child does not attend the Preschool for a period of more than two weeks without informing the school that child's place may be offered to another child.

## 22. Induction and transition arrangements for starting Preschool/FSU

- 22.1. At Bearnese we recognise that parent and teacher relationships are key to the children's development. Prior to starting we encourage families to visit Bearnese FSU with their children, allowing them the time to ask questions, join in with sessions and explore our setting. Every child is individual and in discussion with the Early Years Leader about the child's personal needs, we allow children to take up their full allocation of hours. When children first start in Preschool they are invited to meet with our Early Years and Pre-school leaders within the first week for a 'getting to know you' meeting where we ensure that parents and children are settling in well and aware of our processes. During the first few sessions we invite parents in to settle their children at the beginning of the session if this is in the child's best interest. On a daily basis the Early Years staff are available at the beginning and end of each session to discuss the children's day and answer any questions.



## 23. Contacts and further information

<b>Academy Head</b>  <b>Alice Eeles</b>	<b>E-mail:</b>	adminbarnes@thelink.academy
	<b>Telephone:</b>	01626 353980
	<b>Website:</b>	barnes.thelink.academy

## 24. Policy Version

- 24.1.** This policy was reviewed by the Standards & Curriculum Committee on 27 November 2019 and approved by the Trust Board of Trustees on 9 December 2019.



# Bearn's Voluntary Primary School

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## Child Information Form

<u>Child Information</u>	
Child's Name:	
Date Of Birth:	
Nursery Group:	
Day(s) and sessions attended:	
Nursery start date:	

## Parents/ Primary Carers and family information

<u>Parent/Carer 1</u>		
Full Name:		
Relationship to child:		
Home Address:		
Home tel no:	Home mobile:	Home e-mail:

<b>Work name &amp; address:</b>		
<b><u>Work Tel No:</u></b>	<b><u>Work mobile no:</u></b>	<b><u>Work e-mail:</u></b>
<b>e-mail address for invoicing:</b>		

<b><u>Parent/Carer 2</u></b>		
<b>Full Name:</b>		
<b>Relationship to child:</b>		
<b>Home Address</b>		
<b>Home:</b>	<b>Home mobile no:</b>	<b>Home e-mail:</b>
<b>Work name &amp; address:</b>		
<b><u>Work Tel No:</u></b>	<b><u>Work mobile no:</u></b>	<b><u>Work e-mail:</u></b>

<b><u>Names of Siblings (to include siblings that do not live full time at the family home):</u></b>	<b><u>Age:</u></b>

Does any other family member (other than primary carers) have regular care of your child? If so please give details:	No of days/time child is in their care:
Name:	

Does anyone else have parental responsibility for your child? If yes, please give details:
Name:
Relationship to child:

Is there anyone else that lives in your family home (either permanently or on a temporary basis, eg elderly relatives/students or lodgers)? If yes, please give details:
Name(s):
Relationship to family:

**The names and emergency contact details of any additional adults who we can call if/when we are unable to make contact with the Parents/Primary Carers.**

<b><u>Emergency Contact 1</u></b> <b><u>(additional adult)</u></b>	
Full Name:	
Relationship to child:	
Home Tel No:	
Mobile No:	

<b><u>Emergency Contact 2</u></b> <b><u>(additional adult)</u></b>	
Full Name:	
Relationship to child:	
Home Tel No:	
Mobile No:	

**Health Information:**

Doctors Name:	Surgery name:
Surgery Address:	Surgery Tel no:
Health Visitors name:	Tel no:
	e-mail address:
At this time, or in the past have any services been involved in supporting your child at home? (eg family support? social services? )	
Current immunisations:	
Details of any on-going medical conditions or medical issues:	

<p>Please give details of any long term or ongoing medication your child has been prescribed:</p>	
<p>Does your child require any special care or receive any external support? If yes please give details:</p>	
<p>Details of any allergies (Foods, Insect bites, Plasters, Medicines):</p>	
<p>Has your child ever suffered a reaction to/or is allergic to:</p> <ul style="list-style-type: none"> <li>• anaesthetic</li> <li>• antibiotic medication</li> <li>• peanuts</li> <li>• dairy foods</li> <li>• any other specific allergic reaction:</li> </ul> <p>(Please answer yes or no in the box opposite. If yes please give details).</p>	
<p>Is there any other medical information about your child that would be helpful to us? Please give details:</p>	
<p>Does your child have any significant marks on their body? E.g. birth marks, scars etc...</p>	

**Dietary requirements:**

<p>Please give details of any specific (cultural, religious, medical, vegetarian) dietary needs/requirements your child might have:</p>	
<p>Does your child have any identified food intolerances? If yes please give details:</p>	

**Permissions:**

<p>In the event of an accident, injury or medical emergency where we cannot contact you, or where we need to take immediate action, we request your permission to seek emergency medical treatment. Please state Yes if you give us consent for your child to receive emergency medical advice/treatment, or state No if you do not:</p>	
<p>Are you happy for us to take your child on walks within the farm site. (please note risk assessments are always carried out before such activities take place)</p> <p>Yes/no:</p>	
<p>Are you happy for us to apply sun cream at nursery?</p> <p>Yes/no:</p>	

<p>Are you happy for us to take photographs of your child as part of our progress recording systems?</p> <p>Yes/no:</p>	
<p>Are you happy for us to use photographs of your child on our facebook page?</p> <p>Yes/no:</p>	
<p>Are you happy for us to use photographs of your child on our website?</p> <p>Yes/no:</p>	

Details of any other settings attended:

<p>Does your child attend another setting (including a childminder)?</p> <p>please give details below: <b>Only until he starts with you.</b></p>	
Setting name:	Setting address:
Tel No:	E-mail address:
<p>As part of our commitment to provide the best standards of education and care, we like to share developmental information with other providers. Please indicate with a Yes or No answer if you are happy for us to do so:</p>	



**Security Password:**

**Please give us a security password (word or phrase) that can be used if your child has to be collected by a person/s unknown to staff and not on your nominated list.**

**Password:**

### Additional Information:

Main language spoken at home:	English
Any other languages spoken at home:	
Please use this box to give us any additional information about your child or your family, that you feel will help us with the settling and on-going care of your child.	

***When you come to the nursery for your child's first settling visit, please bring with you a copy of your child's birth certificate; and your child's Red book.***

[illegible]

I confirm that the information I have given is complete and up to date. I understand the importance of letting the nursery know immediately, if any of this information changes.

**Name:**

**Date:**

**Signed:**

***Find us on Facebook under Bearnese Voluntary Primary School.***

*Have a look at our website on [www.bearnes.thelink.academy](http://www.bearnes.thelink.academy)*