



# Stoke Gabriel Primary School



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## Preschool Admissions Policy and Oversubscription Criteria

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**Policy Updated:** April 2021

**Policy Review Date:** 2022

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 Stoke Gabriel Primary School**

- 1.1.** We provide our pupils with an exciting, rich curriculum involving a 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 may 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 6.5 hours.

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

- 3.1.** Stoke Gabriel Primary School admits:
- Non-funded two-year-olds from their second 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 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/1.00pm and
  - Afternoon sessions of 1.00pm to 3.30pm and
  - All day sessions of 9.00am to 3.30pm
- 4.2.** If you choose an all-day session this includes the lunchtime period that is 12.00 – 1.00pm. The morning session can include lunch. 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. Voluntary donations may be requested to help fund off site activities taking place during the school day. The Trust's Charging & Remissions Policy, available on our website provides more details.
- 5.4. We are unable to refund fees for sessions not taken due to illness, absence, holidays or where the Preschool is forced to close due to circumstances beyond our control.
- 5.5. If a child's place is no longer required at the Preschool, (apart from at normal expected entry into primary/secondary school) then we ask that a minimum of four weeks' notice is given otherwise regular booked sessions will need to be paid for. This includes funded sessions. If you move to another provider without giving 4 weeks' notice, you will forfeit 4 weeks of entitlement funding and you will need to pay for your child to attend another provider as Stoke Gabriel Preschool will claim the 4 weeks funding in lieu of 4 weeks' notice.

## 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.
1.00pm – 3.30pm	3.5	As part of the Early Years Education Funding or bought.
9.00am – 3.30pm	6.5	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.

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

## 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 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. If you would like to visit Stoke Gabriel Pre School, you should contact the school to make an appointment.
- 8.2.** There is a stay and play session based at the Pre-school one morning a week, we encourage parents and children to attend.
- 8.3.** 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.
- 8.4.** To apply for a place here you must use the application form attached as Appendix A.
- 8.5.** 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.
- 8.6.** 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.**
- 9.2.** You can apply for a pre-school place at any time to start at the beginning of each half term.

## 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 parents to welcome them to the pre-school and to make arrangements for admission and to book a taster session.

**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
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<b>2) Visit the Preschool in:</b>	Spring term	Summer term	Autumn term
<b>3) Receive a letter about your application before:</b>	May half term	October half term	February half term
<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 (or at the start of term closest to that month)</b>	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>	17
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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 Stoke Gabriel 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 pre-school children.

## **19. Uniform**

- 19.1.** Children attending Stoke Gabriel Primary School Preschool are not expected to wear a uniform.

## 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 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. Contacts and further information

<b>Academy Head</b>  <b>Alice Eeles</b>	<b>E-mail:</b>	adminstokegabriel@thelink.academy
	<b>Telephone:</b>	01803 782469
	<b>Website:</b>	stokegabriel.thelink.academy

## 23. Policy Version

- 23.1.** This policy was reviewed by the Standards & Curriculum Committee on 16 June 2021 and approved by the Trust Board of Trustees on 12 July 2021.



## APPENDIX ONE

Child's details	
Forename(s):	Surname/Family name:
Name your child prefers to be known by:	Child's Date of Birth:  Certificate seen? <b>YES / NO</b>
Gender (M or F):	Religion:
Home address: <i>(This must be the address where the child is normally resident)</i>  Postcode:	
Ethnic origin:	What languages are spoken at home?  Is English the main language spoken at home?
Does your child have special educational needs or have a disability? <b>YES / NO</b> If yes, please give brief information (we will contact you for more details)	
Will your child be attending any other nursery or preschool whilst at Stoke Gabriel Preschool YES / NO (If yes, please provide details)	
Throughout your child's time at our preschool their key worker will be>>>>>>>>>> >>>>>>>>>>>>>> Is our Early Years Leader and oversees the Early Years Foundation Unit.	

Parent/ carer details		
	Parent/ carer 1	Parent/ carer 2
Title		
Forename (s)		
Surname		
Relationship to child		
Home address (if different from child's) Postcode:		
Telephone number (home)		
Telephone number (mobile)		

Telephone number (work)		
Email address		
Does this person have parental responsibility?	<b>YES / NO</b>	<b>YES / NO</b>
Who will usually be bringing/collecting your child?		
Any changes should be notified to the Preschool staff before the start of the session and all persons collecting pre-school children must be aged 16 or over.		

Emergency contact and medical		
Emergency contact details in case those named above cannot be contacted.	Name:	Name:
	Address: Telephone: Relationship to child:	Address: Telephone: Relationship to child:
Doctors detail	Surgery address:	Telephone:
Does your child have any involvement with outside professional agencies e.g. speech and language therapist, social worker, paediatrician? <b>YES / NO – if yes please give details</b>		
Do you give permission for your child to be taken to the doctor or hospital in an emergency? <b>YES / NO (parents would be contacted as soon as possible)</b>		
Do you consent to staff of Stoke Gabriel Preschool and Primary School administering first aid to your child in the event of an accident/incident? <b>YES/NO</b>		
Does your child have any dietary requirements? (Please give details)		
<b>Two year old progress check</b> – children aged 24-36 months If your child is aged between 24-36 months, has a two year old progress check already been completed? <b>YES / NO</b> If not, as per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and will discuss it with you.		

Your child's health
Has your child been vaccinated against the following:
<ul style="list-style-type: none"> <li>Two months old - Diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenza type b (Hib). Pneumococcal infection. <b>Yes/No (delete)</b>      Date:</li> <li>Three months old - Diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenza type b (Hib). Meningitis C (meningococcal group C). <b>Yes/No (delete)</b>      Date:</li> </ul>

- Four months old - Diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenza type b (Hib). Meningitis C (meningococcal group C). Pneumococcal infection.

**Yes/No** (delete)      Date:

- 12 months old- Haemophilus influenza type b (Hib) and meningitis C.

**Yes/No** (delete)      Date:

- 13 months old - Measles, mumps and rubella (German measles). Pneumococcal infection

**Yes/No** (delete)      Date:

- Two and Three years - Flu vaccine (annual)

**Yes/No** (delete)      Date:

- Three years and four months or soon after- Diphtheria, tetanus, pertussis (whooping cough) and polio. Measles, mumps and rubella.

**Yes/No** (delete)      Date:

Does your child have any health issues?

**YES/NO** *If yes please give details*

Does your child take any long term prescribed medications?

**YES/NO** *If yes please give details*

*Prescribed medications must be labelled with a prescription label and handed into the school office at the start of each session. You will be required to complete a consent form for the administration of the medication.*

## Permission and consent

### Intimate care and toileting

Is your child toilet trained? **Yes / No**

Is your child confident using the toilet alone? **Yes / No**

We encourage the children to be reasonably independent in using the toilet though we understand that accidents do happen. We therefore ask that every child is equipped with a full spare set of clothes to change into. If children cannot manage the toilet alone they will be helped in accordance with our Intimate Care Policy. All staff and volunteers are fully DBS checked.





I give my consent for the staff of Stoke Gabriel Preschool and Primary School to help the child named above with their personal care needs.

<div style="background-color: #4a7ebb; width: 40px; height: 20px; display: inline-block; margin-bottom: 5px;"></div> I do not give my consent for the staff of Stoke Gabriel Preschool and Primary School to help the child named above with their personal care needs, and therefore an individual plan will be put in place to accommodate this request.	
Signed:	Date:
<b>Trips and visits</b>	
As part of the early learning curriculum, the pre-school aged children will often visit the local area to support children's knowledge and understanding and provide real life experiences. For your child to take part in such activities, we require written permission from their parent or carer. All outings will be assessed to identify risks and measures put in place to ensure children, staff and other adults are safe during their time away from the pre-school. Adult to child ratios will also comply with current regulations. Parents will be notified of trips that require any form of transport.	
<div style="background-color: #4a7ebb; width: 40px; height: 20px; display: inline-block; margin-bottom: 5px;"></div> I give my consent for the child named above to be taken off the pre-school premises for various outings as described above.	
<div style="background-color: #4a7ebb; width: 40px; height: 20px; display: inline-block; margin-bottom: 5px;"></div> I do not give my consent for the child named above to be taken off the pre-school premises for various outings as described above.	
Signed:	Date:
<b>Suncream</b>	
As our weather is unpredictable please remember to apply sun cream on your children before their Nursery session when necessary as we always have outdoor play. We are aware that at hand washing time even waterproof sun cream can be removed from hands, arms and faces and we are happy to re-apply cream to those areas as necessary. If you would like us to do so please provide cream (marked with child's name) in their bags and indicate your agreement by completing and signing the permission slip below.	
<div style="background-color: #4a7ebb; width: 40px; height: 20px; display: inline-block; margin-bottom: 5px;"></div> I give my consent for the child named above to have sun cream applied by staff at Stoke Gabriel Preschool and Primary School.	
<div style="background-color: #4a7ebb; width: 40px; height: 20px; display: inline-block; margin-bottom: 5px;"></div> I do not give my consent for the child named above to have sun cream applied by staff at Stoke Gabriel Preschool and Primary School	
Signed:	Date:
<b>Photo</b>	
We take photographs, video recordings and recordings of the pupils in our preschool. This could include displaying or using the images on project boards, Tapestry group observations, school newsletters, our website, in school projects or taking pictures of pupils for historical purposes such as class photos. There are times when our school is visited by the media who will take photographs or video footage of a visiting dignitary or a high profile event. Pupils will often appear in these images, which may be published in local or national newspapers, or television programmes. We would be grateful if you could read the following, sign and date the form and return it to school as soon as possible to ensure we comply with your wishes. We realise that there may be occasions when parents/guardians would prefer their child's picture not to be used in any publications whether it is for legitimate educational use or for promotional purposes. If you have any concerns about your child's image being published or displayed, please inform us below.	

Conditions of Use - Please find below our conditions for using your child's image(s)

- We will only use the minimum amount of personal information about your child in any publication i.e. your child's first name and will never reveal personal email addresses, home telephone numbers, home addresses or surnames.
- We will not use your child's image(s) for any purpose if it would prejudice the interests of your child.
- We will only use images of pupils who are suitably dressed e.g. in a school uniform or track suit.
- We will not use your child's image(s) for any reason other than that /those stated, unless we have a legal obligation/legal power or have received further consent from you.
- We will keep your child's image(s) and personal information secure. I have read and understood the Conditions of Use and understand that I can withdraw my consent in writing at any time.

 I give my consent to my child's image and first name being used for any school purposes, e.g. class displays, prospectus, school face book page, school twitter account, local media, school website and correspondence with other schools

 I do not give my consent to my child's image and first name being used for any school purposes, e.g. class displays, prospectus, school Facebook page, local media, school website and correspondence with other schools

Signed:

Date:

#### Additional information

##### Equipment

It is helpful if the children can bring a bag to school daily in which they can carry books, letters and artwork.

On Fridays we do PE so they will need a change of clothes, including plimsolls.

We regularly go on welly walks so it is helpful if you can leave a spare pair in school, we are also outside a lot so warm/waterproof coats are required every day.

##### Tapestry

Using a piece of educational software called 'Tapestry' every Reception and Pre-school child at Stoke Gabriel has their own individual e-learning journal. Tapestry online learning journeys allow you to view your child's observations and photographs from their time in Pre-school or Reception, almost as they happen.

By logging on with a secure username and password you will be able to access your child's learning Journey. Parents are only able to view their own child's journal. Tapestry allows you to add observations and photographs of your own as well as comments on observations we have made in school. We are keen to hear about learning moments from home and about how your child feels about their learning in school.

Because children play in close proximity with their friends some photographs of your child may appear on their friend's online learning journey.

##### Staff

Each child joining the setting will have a key person appointed to them. It will be the key person's responsibility to ensure that your child receives the best possible attention whilst in our care and to ensure that their records are kept up-to date. Your child's key person will change as your child progresses through the setting. You will be notified of these changes. Your child's key person is your first point of contact for anything you wish to discuss about your child. Please keep us informed if there are any family circumstances that may affect your child during the year e.g. the birth of a baby, recent move or loss of a close relative.

#### Session requirements