



# Otterton C of E Primary School



## Preschool Admissions Policy

2023

**Policy Updated:** February 2023

**Policy Review  
Date:** February 2024

As an academy, 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.

## 1. The Ethos of Otterton C of E School

- 1.1.** Our Ethos - we ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here.

As a Multi Academy Trust we want to be nationally recognised for putting our pupils first by:

- Delivering educational excellence underpinned by strong moral values
- Each learner exceeding their aspirations in a quality learning environment
- Highly motivated, research-led, passionate teaching
- Schools being at the heart of and an integral part of their community
- Being a partner of choice

Our mission is to deliver the best for our children, families and communities through

- Innovative approaches to learning
- The development of partnership and collaborative working to create a cutting-edge approach
- An uncompromising approach to health, safety, nurturing and inclusion

We will achieve this by investment in:

- High quality provision for staff and their pathways to success
- School environments that provide stimulating learning spaces
- Strong business planning to maximise the Trust's geographical range and collective expertise

Every Academy within our Trust has considered exactly what they offer their pupils and this has been summarised as:

Small Schools, Big Opportunities

- Unforgettable experiences- setting the foundations for life
  - No ceiling, the highest possible achievement for all
  - Individuality valued, collaboration not competition
  - People matter, every interaction, every moment

The Church Schools within the Link Academy Trust aim to provide an education with four key elements which are at the heart of all that we are, enriched by our Christian traditions; Wisdom, Hope, Community and Dignity.

Our learners will be given opportunities to become independent, collaborative, creative learners who have the confidence to seek wisdom and nurture a love of learning. Our small schools provide big opportunities to broaden learners' horizons and prepare them for the fullness of life, through hope, aspiration and our core Christian values.

We focus on relationships and learning to live well in a wider community that can flourish together. Central to children's learning is respecting the worth, dignity and preciousness of each person in a safe and inclusive environment within the sight and love of God

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

- 2.1.** All three and four year olds are entitled to a funded early years place for 570 hours a year over no fewer than 38 weeks of the year. Some 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 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 maximum amount of funded

time that can be taken in a day is 6 hours; parents cannot use more than two sites for funded early years places in one day.

### 3. Admissions to the preschool

#### 3.1. Otterton C of E school admits:

- Early Years funded three and four year olds from the start of the funding period following their third birthday.
- Non-funded three- and four-year-olds from the start of term following their third birthday.

### 4. Points of Admission to preschool

- 4.1. Generally, children will start at Preschool at the beginning of a term. Eligibility for all three-years-olds to receive the Early Years Funding is at the start of the funding period 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.
- 4.2. 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.

### 5. Patterns of attendance available

- 5.1. We are required to offer the Early Years Funding in a flexible way. Our school makes a core offer for the **universal** 570-hour entitlement of:
- Morning sessions of 9.00am to 12.00pm or 9.00am to 1.00pm and
  - All day sessions of 9.00am to 3.00pm during term time only.
- 5.2. If you choose a morning until 1pm or an all-day session this includes the lunchtime period that is 12.00 – 1.00pm. This time is part of the day when children continue their learning and will be funded as part of the Early Years Funding if that is what parents/carers choose. We are not permitted to charge separately for this time if it is being taken as part of a funded session.

### 6. Extended Hours

- 6.1. Families that have an 11-digit code because they are working and eligible for the **extended entitlement** can have up to 1140 hours stretched across a year. This equates to 30 hours a week over 38 weeks of the year.
- 6.2. If parents want to buy additional hours on top of the 15 funded hours or the extended entitlement, they can do this during any of our opening times. We sell 1-hour/6-hour long sessions and will consider selling single hours at £4.50. A 1 and/or 6-hour long session is charged at £4.50 per hour.
- 6.3. Families that require a longer day than we can offer should contact the providers available via [Pinpoint](#)
- 6.4. The table below sets out our session times. **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. |
| 9.00am – 1.00pm  | 4     | As part of the Early Years Education Funding or bought. |
| 9.00am – 3.00pm  | 6     | As part of the Early Years Education Funding or bought. |

- 6.5. Parents wishing to use their 15 funded hours during term times only 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 OR 5 +5 +5 = 15

## 7. Charging

- 7.1. There is no charge for applying for a place, for admission or for the provision of the funded entitlements. 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.
- 7.2. The school must comply with Devon County Councils [Provider Agreement](#).
- 7.3. Details about buying additional sessions/hours in the preschool are set out in the Trust's **Charging and Remissions Policy** which is available on the school website.
- 7.4. 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.
- 7.5. 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 Otterton Preschool will claim the 4 weeks funding in lieu of 4 weeks' notice.

## 8. Childcare Vouchers and Tax-Free Childcare

- 8.1. Our school accepts childcare vouchers.
- 8.2. Our school is [registered](#) for [tax free childcare](#) parents can apply through [Childcare Choices](#) this helps make childcare more affordable.

## 9. School Lunches

- 9.1. [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. Parents must check eligibility through the [Citizens Portal](#).

- 9.2.** 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.

## **10. Visiting**

- 10.1.** 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 Otterton C of E Primary Preschool, you should contact the school to make an appointment. Our Administrator is contactable on 01395 568326.
- 10.2.** Most children will start at the preschool at the start of the term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another early year's provider.
- 10.3.** To apply for a place here you must use the Application form at Appendix one.
- 10.4.** 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.
- 10.5.** 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 on our website but the responsibility for making an application will be with you as the parent.

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

- 11.1. Parents must complete the Application form at Appendix one and return it to the school.**
- 11.2.** The closing dates for applications for the preschool intake is the last day of the half term prior to joining. You can apply after these dates, but your application may not be considered until after all the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

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

- 12.1.** 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.
- 12.2.** 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.

- 12.3.** You will be asked to provide date of birth evidence so we can check your child's age.

### 13. What happens next

- 13.1.** 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 Admissions Committee prioritise applications according to the oversubscription criteria.
- 13.2.** We will endeavour to give the hours requested on the Parent Application Form. It is inevitable, however, that some parents who have been prioritised will not be able to access the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.
- 13.3.** During the first week of the half term prior to joining 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.

### 14. Overview of the Admissions Process

|                                                                              |                                                                                                                                            |                                                                                                                                            |                                                                                                                                            |
|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1) Visit the Preschool in:</b>                                            | Spring term                                                                                                                                | Summer term                                                                                                                                | Autumn term                                                                                                                                |
| <b>2) Apply by:</b>                                                          | Week before February Half Term                                                                                                             | Week before May half term                                                                                                                  | Week before October Half Term                                                                                                              |
| <b>3) Admissions panel meet in:</b>                                          | February Half Term                                                                                                                         | May half term                                                                                                                              | October Half Term                                                                                                                          |
| <b>4) Receive a letter about your application before:</b>                    | Week after February Half Term                                                                                                              | Week after May Half Term                                                                                                                   | Week after October Half Term                                                                                                               |
| <b>5) 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 | 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 | 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>6) Start at Preschool (or at the start of term closest to that month)</b> | Summer Term                                                                                                                                | Autumn Term                                                                                                                                | Spring Term                                                                                                                                |

### 15. Published Nursery Admissions Number (PNAN)

- 15.1.** 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 PNAN. 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 PNAN or we will increase the PNAN. 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.

- 15.2.** The trustees also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published.
- 15.3.** If there is an increase in the demand for places the trustees may decide to increase the PNAN in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 15.4.** The table below sets out our Published Nursery Admissions Number (PNAN)

|                                                                                               |           |
|-----------------------------------------------------------------------------------------------|-----------|
| <b>The maximum number of 3 and 4-year-old children that will be admitted at any one time:</b> | <b>13</b> |
|-----------------------------------------------------------------------------------------------|-----------|

- 15.5.** Where the number of applications exceeds the number of places available the Admissions Committee will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.
2. Priority will next be given to children based on their exceptional medical or social needs or those of their parents.
3. Priority will next be given to children living within the catchment area who are siblings of pupils on roll at this school.
4. Priority will next be given to other children living within the catchment area.
5. Priority will next be given to children living outside the catchment area, who are siblings of pupils on roll at this school.
6. Priority will next be given to children of members of staff who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.
7. Other children.

## 16. Waiting lists

- 16.1.** 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.
- 16.2.** 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.

- 16.3.** Parents with children that are not due to start within the next two terms, will be asked to complete a **Note of Interest for a Preschool Place** at Appendix two and told when they should apply.

## **17. Increasing the hours attended**

- 17.1.** If a place/session becomes available part way through a term and there is a waiting list, priority for the place/session will be given to the children on the waiting list. If the parents on the waiting list do not want the sessions at the times that are available, then they 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.

## **18. Admissions appeals**

- 18.1.** If a preschool place is refused, parents can go through the Trust's complaints process which is available via the Complaints policy on our website to express their concerns. The Admissions Committee 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.

## **19. Transport**

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

## **20. Uniform**

- 20.1.** Children attending Otterton C of E Primary School Preschool are not expected to wear a uniform but can do if they so wish, all uniform items can be purchased from our uniform supplier, the details of which are available on our website.

## **21. Claiming the Early Years Funding**

- 21.1.** The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day. The provider claims the funding on your behalf.
- 21.2.** It is important that both the school and parent can see what time is funded and what time is being bought.
- 21.3.** Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

## **22. Changes to attendance**

- 22.1.** 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 a) and b) below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.

- a) New applications from parents whose children do not yet attend the Preschool.
- b) Requests by parents whose children attend the Preschool, and they want to increase OR change the times their child attends

**22.2.** It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.

## **23. Induction and transition arrangements for starting preschool**

**23.1.** Transition and induction sessions will be discussed with parents on a case-by-case basis.

## **24. Contacts and further information**

|                               |                                                                                                                     |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Executive/Academy Head</b> | <b>Pete Halford</b>                                                                                                 |
| <b>E-mail:</b>                | <a href="mailto:adminotterton@thelink.academy">adminotterton@thelink.academy</a>                                    |
| <b>Telephone:</b>             | 01395 568326                                                                                                        |
| <b>Website:</b>               | <a href="http://www.otterton.thelink.academy/website">http://www.otterton.thelink.academy/website</a>               |
| <b>Social media:</b>          | <a href="https://www.facebook.com/OttertonCofEPrimarySchool">https://www.facebook.com/OttertonCofEPrimarySchool</a> |

**25.** This policy was reviewed and approved by the Admissions Committee

## Appendix One

### Otterton Foundation Stage Unit

#### Application Form

##### Personal details:

|                         |           |                |  |
|-------------------------|-----------|----------------|--|
| First name(s) of child: |           |                |  |
| Surname of child:       |           | Date of birth: |  |
| Full address:           |           |                |  |
|                         | Postcode: |                |  |

##### Parent/Carer Details:

|                              |           |                        |  |
|------------------------------|-----------|------------------------|--|
| Name                         |           |                        |  |
| Relationship to child        |           |                        |  |
| Full address (if different): |           |                        |  |
|                              | Postcode: |                        |  |
| Telephone number:            |           | Alternative telephone: |  |
| E-mail address:              |           |                        |  |

##### Session Details

We are open Monday to Wednesday 9.00am until 3.00pm. Our sessions are Morning – 9.00am to 12.00pm and All day 9.00am to 3.00pm. For lunchtime sessions you will need to provide a packed lunch for your child or order a school dinner through the office.

| Preferred Start Date  |                      |                       |                      |                       |                      |
|-----------------------|----------------------|-----------------------|----------------------|-----------------------|----------------------|
| Monday                |                      | Tuesday               |                      | Wednesday             |                      |
| Morning<br>9.00-12.00 | All Day<br>9.00-3.00 | Morning<br>9.00-12.00 | All Day<br>9.00-3.00 | Morning<br>9.00-12.00 | All Day<br>9.00-3.00 |
|                       |                      |                       |                      |                       |                      |

##### Funding

|                                                                                                                                                                                                            |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| My child is entitled to 15 hours per week of funding and this will be their sole provider                                                                                                                  |  |
| My child is entitled to 15 hours per week of funding and we will use more than one provider                                                                                                                |  |
| My child is entitled to 30 hours per week of funding and this will be their sole provider                                                                                                                  |  |
| My child is entitled to 30 hours per week of funding and we will use more than one provider                                                                                                                |  |
| My child is not yet entitled to funding and I understand that I will be responsible for paying fees for my child at the rates of:<br>Morning session £12<br>Morning & Lunchtime session £16<br>All Day £24 |  |

I understand that I will need to provide the setting with the details of my child's funding entitlement.

|                            |  |
|----------------------------|--|
| Details of other provider: |  |
| Name of setting:           |  |
| Contact name:              |  |
| Address:                   |  |
| Telephone Number:          |  |
| E-mail address             |  |

|  |                                                                                                                                                                                                                                          |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | I give Otterton C of E Primary School consent to share my child's individual learning plan with the above setting. I understand the settings that my child attends may share information to support my child's learning and development. |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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Completion of this application form does not guarantee a place for your child. This form places your child on our waiting list, and we will contact you as soon as a space becomes available.

Once your child is offered a place and you accept it, further personal information and family details will be required for our records. You will be asked to provide us with your child's birth certificate so that we can make a copy to be held on file.

If you find that you no longer need a place, please let us know as soon as possible.

|                           |  |      |  |
|---------------------------|--|------|--|
| Signature of parent/carer |  | Date |  |
|---------------------------|--|------|--|

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***For office use only:***

|                                    |  |
|------------------------------------|--|
| Date application form received:    |  |
| Birth certificate seen and copied: |  |

|                         |  |       |  |
|-------------------------|--|-------|--|
| Place offered:          |  | Date: |  |
| Placed on waiting list: |  | Date: |  |
| Place no longer req'd:  |  | Date: |  |

## Appendix two

### Note of Interest for a Preschool Place

You can complete this form if your child is not yet old enough for you to make a Preschool application.

We will send the Application Form via email when you need to apply.

Please check [on the Citizens Portal](#) now to see if you are eligible for **free school meals in the Preschool** as this may help when completing the application form.<sup>1</sup>

#### Childs Details

First name:

Last name:

Date of birth:

#### Siblings Name/s

First name:

Last name:

Date of birth:

First name:

Last name:

Date of birth:

First name:

Last name:

Date of birth:

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<sup>1</sup> If your circumstances change you must recheck your eligibility.

| Parent/Guardians Details   |  |
|----------------------------|--|
| First name:                |  |
| Last name:                 |  |
| Address:                   |  |
| Phone Number:              |  |
| Email Address:             |  |
| Relationship to the child: |  |

## Privacy and Data Protection

Your personal data is being used by us because you have showed an interest in applying for a place in our school Preschool when your child is old enough. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed via the school website. Please confirm that you give your consent to the School using your personal data as outlined in our privacy notice, by signing below.

|                        |  |
|------------------------|--|
| Applicant's signature: |  |
| Date:                  |  |

You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the school administrator on 01395 568326 or [adminotterton@thelink.academy](mailto:adminotterton@thelink.academy). If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the schools Data Protection Officer, Susan Stansfield, at [DPO@thelink.academy](mailto:DPO@thelink.academy).