



Preschool Admissions Policy and Oversubscription Criteria

November 2017

Policy Updated: November 2017

Policy Review Date: November 2018

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 Harbertonford C of E School

- 1.1.** We promote a love of learning within a safe and happy school in which every person matters. Christian values and spirituality are at the heart of all aspects of school life. We aim to provide a love of learning within a safe and happy school in which every person matters. Christian values and spirituality are at the heart of all aspects of school life. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

2. Early Years Education Funding for two, 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. From September 2017 children whose parents are working may be entitled to 1140 hours a year.
- 2.2.** Some two-year-olds are eligible for a funded place in provision that Devon County Council has approved as being good or better quality. Our foundation stage unit (FSU) is an approved provider and can admit two-year-olds from the start of the term following their second birthday.
- 2.3.** 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 3.0 hours and the maximum is 6 hours.

3. Admissions to the Preschool

- 3.1.** Harbertonford C of E School admits:
- Eligible two-year-olds funded from the start of the term following their second birthday.
 - Non-funded two-year-olds from the start of the term following 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 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 makes a core offer of:
- Morning sessions of 9.05am to 12.05pm and
 - Afternoon sessions of 12.05pm to 3.05pm and
 - All day sessions of 9.05am to 3.05pm during term time only.
- 4.2.** If you choose an afternoon or an all-day session this includes the lunchtime period. 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](#)¹. 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.

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
9.05am – 12.05pm	3	As part of the Early Years Education Funding or bought.
12.05pm – 3.05pm	3	As part of the Early Years Education Funding or bought.
9.05am – 3.05pm	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

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.

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

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 Harbertonford C of E Primary School, you should contact the school to make an appointment.
- 8.2. Taster sessions are available upon request. There is a weekly toddler group held in term time. Friday 9.00 – 11.00
- 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 which is 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. 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 the Early Years Education Funding for two-year-olds is from the start of the term following a child's second birthday and 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 2 or 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

1) Children become eligible for a place when they were born:	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
2) Visit the Preschool in:	Spring term	Summer term	Autumn term
3) Receive a letter about your application before:	May half term	October half term	February half term

4) Reply to the letter	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		
5) Start at Preschool (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

14. Published Preschool Admissions Number (PNAN)

- 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 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.
- 14.2.** The Trustees also factor in the local demand for places. If there is a change to the PNAN part way through the year this must be published.
- 14.3.** If there is an increase in the demand for places the Trustees may decide to increase the PNAN at the start of the following term in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 14.4.** The table below sets out our Published Preschool Admissions Number (PNAN) for 2017-18

The maximum number of 3 and 4 year old children (this includes rising 3 year olds) that will be admitted at any one time:	20
The maximum number of 2 year old children that will be admitted at any one time: OR	4
The maximum number of 2,3 and 4 year old children that will be admitted at any one time:	24

- 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 Harbertonford C of E 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 as 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 schools 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 Harbertonford C of E 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. Induction and transition arrangements for starting Preschool/FSU

- 22.1** To support successful induction, we encourage a phased start. Parents are requested to stay with their child for part of session 1 for information sharing. If a child transfers from another setting, we will contact them for their records. Within the first few weeks, a letter will be sent allocating a key worker and parents of 2 year olds will be invited in to discuss compulsory 2-year checks.

23. Contacts and further information

Head of School Lizzie Lethbridge	E-mail:	adminharbertonford@thelink.devon.sch.uk
	Telephone:	01803 732352
	Website:	harbertonford.thelink.academy

24. Policy Version

- 24.1.** This policy was approved by the Local Governing Board on 28 November 2017 and determined by the Trust Board of Directors on 11 December 2017.

Appendix One – Harbertonford PreSchool Registration Form

Childs Details

Child's name (in full)

Name known as:

Gender (Male/Female).....

Date of birth:

Child's address:

.....

Parent/Carer No. 1 Details (It is assumed this person has authority to collect the child)

Relationship to child:

Name (In Full)

Do you have parental responsibility for the child?.....

Address (if different to child's):.....

.....

Contact Numbers: Home:.....

Mobile:.....

Work:

Email address:.....

Parent/Carer No. 2 Details (It is assumed this person has authority to collect the child)

Relationship to child:

Name (In Full)

Do you have parental responsibility for the child?.....

Address(if different to child's):.....

.....

Contact Numbers: Home:.....

Mobile:.....

Work:

Email address:.....

Emergency Contact

Please provide contact details of an emergency contact who, in the event that parent/carer 1&2 listed above cannot be contacted, is authorised by you to collect your child from pre-school.

Parent/Carer No.3 Emergency Contact Details:

(It is assumed this person has authority to collect the child)

Relationship to child: -----

Name (In Full) -----

Do you have parental responsibility for the child?-----

Address(if different to child's):-----

Contact Numbers: Home:-----

Mobile:-----

Work: -----

Email address:-----

Medical Emergency

Please sign the consent form below so that we may act accordingly in the event of an emergency involving your child.

In the event of a medical emergency I/we the parents/carers give permission for Harbertonford Pre-school staff to seek emergency advice and treatment and, if deemed necessary, to transport my child to hospital after efforts to inform 3 contact listed above have failed.

Signed:----- Print Name:-----

Date:----- Relationship to the child:-----

Additional Information

Is there anyone who has restricted access to your child? If yes please give details.

Is there anything further that you would like to share, confidentially with us? If yes, please just write yes, and we can talk to you further at a mutually convenient time.

Child's Medical Information

Name of child's doctor: -----

Surgery address: -----

Surgery telephone number:-----

Medical History

Has or does your child have any serious illness or medical conditions?

Does your child have any allergies? (please provide as much detail as possible)

Are your child's vaccinations up to date?-----

Date administered:-----

Does your child have a special diet?-----

Additional medical information: (please use this space to tell us anything that is not covered above)

Child's ethnic origin: -----

Child's religion: -----

Language(s) spoken at home:-----

Consents

Please read each request for consent and sign them individually. If you are not sure about signing any of them, please speak to Rebecca Rowe, the Pre-school Leader before doing so. Thank you.

I give my consent for Harbertonford Pre-school staff to undertake general observations to assess my child's progress within pre-school.

Date: ----- Signature:-----

I give my consent for staff undergoing training to undertake observations involving my child for the purpose of their coursework- this may include photos, recordings, observations and samples of my child's work.

Date: ----- Signature:-----

I give consent for my child to leave the pre-school premises to undertake local outings around Harbertonford Village under the supervision of pre-school staff. This will be planned and highlighted before event. (i.e. joining school celebrations at the church).

Date: ----- Signature:-----

I give my consent for pre-school to take photos of my child for activities, displays, scrapbooks.

I do/do not (*delete as appropriate*) give permission for photos of my child to be used on the school website and for pre-school publicity.

Date: ----- Signature:-----

I give consent for pre-school staff to apply suncream, which I will provide, to my child as staff deem necessary.

Date: ----- Signature:-----

Please indicate preferred sessions.

Monday Am 12.05-3.05	Monday Pm 12.05-3.05	Tuesday Am 9.05-12.05	Tuesday Pm 12.05-3.05	Weds Am 9.05-12.05	Weds Pm 12.05-3.05	Thursday Am 9.05-12.05	Thursday Pm 12.05-3.05

Lunchtime is included in the afternoon sessions, please provide a packed lunch or book and pay for school dinners on the day required. (School dinners must be paid for at the start of the session, thank you).

Does your child attend another setting? If yes please give details:

I give permission for Harbertonford Pre-school to share my child’s Individual Learning Plan with the above setting. I understand the settings my child attends may share information to support my child’s learning and development.

Date: ----- Signature:-----