



**Houghton Conquest**  
Pre-School

## **Admission Policy Pre-school 2022/2023**

With the agreement of the Governing Body of Houghton Conquest Lower School & Pre-school the **Admission Policy** for the Setting is stated below:

All parents are eligible to register their child's name at the preschool from when the child is **18 months** old. Applications sent before this time will be disregarded.

All children will be considered fairly – irrespective of gender, race or disability.

The setting offers and organises the Nursery Education funding (NEF). This is the free 15 hours or 30 hours a week for all children, the term after their 3<sup>rd</sup> birthday. 30 hour places are limited to 10 children registered for 30 hours at any one time.

### **Criteria for admission**

Places are allocated according to:

- 1) All 'looked after' children or children who were previously 'looked after'
- 2) Children who appear to the Council to have been in state care outside of England
- 3) Children of Staff
- 4) Children living in the catchment area with siblings at the school in the order of the age of the child, from the oldest age band first.
- 5) Children living in the catchment area in the order of the age of the child, from the oldest age band first.
- 6) Children living outside the catchment area with siblings at the school, in the order of the age of the child, from the oldest age band first.
- 7) Any other children

We have to restrict numbers of 2 year olds to four per session.

Our school is fully inclusive and our policies promote equality of opportunity for all children. We are pleased to offer any disabled pupil or pupil with individual needs a place at our pre-school, provided that those needs can be successfully met and if the supporting agencies feel that it is an appropriate placement.

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with the family. Places will be given at the discretion of the Headteacher in consultation with Governors and may need to take priority.

Children are entitled to 15 or 30 free hours of education, dependant on eligibility. Wrap around care the term after their 3<sup>rd</sup> birthday is **sometimes** on offer at the main school but not always available.

Additional hours above those hours funded may be purchased subject to availability, please look at our fees and payments policy for the current rate. **Please note:** *2-year-olds fees are higher due to the ratio of staff to children required.*

Consideration for full time will always be based on the needs of the child.

## **Procedure for Admission**

### **Registration and waiting lists**

- An application form can be found on our website at [www.hcschool.org.uk](http://www.hcschool.org.uk). This is to be completed and emailed to [hcpreschool@hcschool.org.uk](mailto:hcpreschool@hcschool.org.uk).
- A separate application form must be filled in if 30 hours of free education are required. Please note that this will be offered subject to availability. Please request an application form from [hcpreschool@hcschool.org.uk](mailto:hcpreschool@hcschool.org.uk).
- Completed application forms will be processed and every effort will be made to accommodate them or an alternative offer will be made.
- Where there are no available places, the application will be placed on a waiting list. The preschool will apply the admissions criteria overleaf (in the rank order shown), to decide the order in which places will be allocated.
- Where there is no waiting list, spaces are allocated as they become available following a date of birth order and date waiting list criteria.
- We arrange our waiting list in order of date of initial application. Applications are accepted when a child turns 18 months.

### **Places offered**

- Places are offered by email, a telephone call or letter by post. Every reasonable effort will be made to make contact.
- Acceptance of the offered space, from the parent is required within one week of the offer correspondence. If there is no reply, the place will be offered to the next person on the waiting list.
- If requests of sessions are changed after the initial application, the form will then be placed in date order from the date of the changed request.
- Birth dates will be checked against the Birth Certificate and NHS number is recorded.
- An email will be sent providing a date and time for a Parent Consultation/play visit when the confirmation of sessions has been received.
- Parents will be expected to stay in the Centre to support their child for an appropriate length of time, until the child is settled, but always for the first session as a minimum.
- Transfer from part-time to full-time will be undertaken within a time range appropriate to the needs of the child.
- It is the parent's responsibility to register their child for a school place with the local authority, to undertake statutory education. Securing a pre-school place does not guarantee a placement in the foundation class at the main school. The local authority will notify parents and the school when these applications need to be made.

In all instances this policy should be read in conjunction with the ***Settling-in Policy***.

## **Monitoring and Evaluation**

This policy will be reviewed by the Headteacher, staff and Governors periodically.

Signed: .....

**Mr Lovell**

**Chair of the Governing Body**

**Reviewed: May 2022**