



Corngreaves Academy

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PRE-SCHOOL ADMISSIONS POLICY

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The school is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

Corngreaves Roots and Shoots Pre-School

Admissions Policy and Procedures

Admission

To be considered for admission into Roots and Shoots Pre-School we request a completed Pre-school application form. These can be obtained from the Corngreaves Academy main office.

All parents and carers must be made aware that a place in the Pre-School does not guarantee a place in the school and that they must still go through the Sandwell admissions procedure when the child reaches school age to enter Reception.

Age Entry

Children can be admitted to Pre-School at the start of the term following their third birthday if places are available.

1st September – 31st December – eligible to start Spring Term

1st January – 31st March – eligible to start Summer Term

1st April – 31st August – eligible to start Autumn Term

Sessions and Funding

Roots and Shoots Pre-school operates on a term time basis only and these dates are published on the Corngreaves Academy website. There are five sessions available per week, Monday to Friday, which run from 12.30pm – 3.30pm

Universal Entitlement (15 hours)

Every three year old child is entitled to 15 hours free funding which covers the five afternoon sessions. If a child is entitled to 30 hours funding (Extended Entitlement), these hours can be shared between Roots and Shoots Pre-School and an additional setting.

Applications

The school will keep an application list of pupils seeking admission, however inclusion of a child's name on the list does not constitute a promise of a place.

Please note that, as we are over-subscribed, applications have a deadline for when they are to be submitted. Applications to start in the Autumn Term must be submitted before the beginning of the preceding Summer Term. Applications received after this

date will be considered once the first application round is completed. Where places are still available, children who will be 3 years old by January 1st will then be considered for places commencing at the start of the Spring Term. These parents will be sent notification by the final week of the first half of the Autumn Term.

If offered a Pre-School place, parents/guardians will need to accept the place in writing, on the reply form provided.

Where there are more applications than places the following criteria will be used to decide which children are

offered a place:

1. Child's age/date of birth
2. "Looked after" children (as defined in the Education Act 2002 – Admissions).
3. SEND Children with a particular compelling educational and/or social or medical need as referred by a professional (e.g. social worker, speech therapist, health visitor, doctor etc.).
4. Those children who live in the catchment area of the Pre-School.
5. Those children who live in the catchment area of this school who will have a sibling attending this primary school at the time of the applicant's proposed admission (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit).
6. Siblings children who live outside the catchment of the requested school, with a sibling attending this school at the time of the applicant's proposed admission.
7. Distance - Children who live nearest to this school calculated in a direct straight line from the child's permanent place of residence to the school.

Within the above criteria, each application is always considered very carefully on its individual needs and the Headteacher's decision is final.

When a place is available the school will inform applicants as above. If demand is very high, applicants may be unsuccessful and they will be informed of this. They will then have the option of being placed on a consideration list.

- A consideration list will be kept by the school of names, addresses, D.O.B., telephone number and date registered of children who are interested.
- The consideration list will not operate places on a "first come, first served" basis. The length of time children are on the consideration list in no way influences the decisions about places.

The offer of a Pre-School place DOES NOT in any way mean automatic entitlement to the main school.

All parents and carers must be made aware that a place in the Pre-School does not guarantee a place in the school and that they must still go through the Sandwell admissions procedure when the child reaches school age.

Additional Information

Since places in the Pre-School are limited, parents/guardians are advised that a poor record of attendance without good cause, may lead to their child's place being given to someone else. Please see the school's Attendance Policy.

This Nursery Admission Policy will be available for parents and has been endorsed by the Governing Body of the school, who will review it annually.