



# Chantlers Primary School

## Pre-School Admissions Policy

<b>Approved by:</b>	Governing Body	<b>Date:</b> September 2023
<b>Last reviewed on:</b>	September 2023	
<b>Next review due by:</b>	September 2024	

## Introduction

Children who attend Chantlers Pre-School will be fully involved in our school for their Pre-School year/s. They will be introduced to our school values and will learn about expectations regarding demonstrating these values to one another and expectations of behaviour. Each child will be valued and cared for as a unique individual. We aim to make our Pre-School accessible to and inclusive of children and families from all sections of the local community through open and fair procedures.

## Pre-School Sessions

Pre-School is open to children aged 3 and 4 years, term time only. To support planning, staffing and the organisation of forest school and other events, places are offered on the basis of the following:

- Full-time 30 hours 8.45am – 3.15pm.
- Part-time 15 hours:
  - Mornings: 8.45am - 11.45am
  - Afternoons: 12.15pm - 3.15pm
  - Two and a half days: Monday, Tuesday 8.45am – 3.15pm and Wednesday 8.45am to 11.45pm or Wednesday 12.15pm – 3.15pm and Thursday, Friday 8.45am to 3.15pm.

However, we recognise that working hours are determined by employers and individual circumstances will be considered.

A child requiring a full-time place may take priority over one requiring a part-time place.

## Before and After School Service

Pre-School children will have access to our before and after school service, however due to the ratios required for younger children, the cost will be £5 per hour.

## School Admissions

Attendance at Pre-School does not guarantee a school place at Chantlers Primary School, nor does it offer priority over other children who do not attend Pre-School. An admission application for a school place must be completed in the normal way and submitted to Bury Local Authority by the deadline date.

Further details can be seen in the school Admission Policy on our website.

## Fees and Funding

- The academic year is from 1st September to 31st August.
- Chantlers Pre-School provides care for children aged 3 to 4 years.
- Chantlers offer 15 hour and 30-hour places to parents who qualify. All 3 and 4 year olds in England currently receive 15 hours per week Government funded early education for 38 weeks a year from the term after their third birthday. A minimum of 15 hours per week must be booked.
- **30 Hours Free Childcare** - Parents living and working in England, may be entitled to 30 hours funded childcare. You can usually get 30 hours free children care if you (and your partner if applicable) are working 16 hours or more per week and each earning at least the National Minimum Wage but have a taxable income of less than £100,000 (the earnings limit does not apply if you are self-employed and started your business less than 12 months ago).

Applications for those hours can be made through Bury Local Authority website.

**Three-month renewal cycle for the extended hours** – Parents will be prompted by HMRC every 3 months to reconfirm the details they entered are still correct. If parents miss the deadline, their code becomes ineligible and the grace period will come into effect.

**Grace periods for the extended hours** – If a child who has a 30 Hours Code becomes ineligible during the first half of a term, the child will be funded for the extended hours until the end of that term. However, in the event of you losing the 15 free extended hours eligibility parents can:

- Keep the child in the setting and pay £18.50 for a 3 hour session.
  - Reduce the amount of time the child attends each week.
- **Cost of non-funded additional sessions** - Parents who do not qualify for 30 hours but wish to send their child for additional sessions, would be required to pay £18.50 per 3 hour session, £92.50 per week.
  - **Lunch charges** – Lunches are **not** covered in the hourly funding from Bury local authority. Therefore, parents whose children attend for full days will need to provide a packed lunch for their child and pay a fee of £5 per day to cover the cost of the lunchtime supervision, paid via ParentPay.
  - Free entitlement hours can be shared between two settings.
  - Claims for funding, fees and grants will be made for all days that the Pre-School is open, irrespective of your child's attendance.

Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

## Pre-school Intake

- Children are welcomed into Pre-School in the term following their third birthday, when they embark on a journey of fun and learning.
- Applications can be made throughout the year. Entry occurs three times a year in September, January and April.
- We offer places usually on a first come first served basis if there are places available, however if there is a waiting list, we will use the following criteria:
  - Children currently attending who are increasing their sessions.
  - Children who have siblings already attending the school/Pre-School.
  - Children who live in the vicinity of the Pre-School, who would be eligible for a place in Reception at main school.
  - Parents who require 15 extended hours and have a 30 hour code.

However, the capacity of Pre-School to meet the individual needs of the child will be applied at every stage, including whether children are toilet trained.

## Pre-School Admissions Process

- On enquiring, parents will be sent a Pre-School Enquiry form to complete and return, specifying preferred days and hours. Completion of this form does not guarantee a place and will be subject to availability.
- Prior to confirmation of a place, a **home visit** will be arranged, so that the Pre-School staff can

meet your child in their own environment.

- This will be followed by a familiarisation session, where your child will attend Pre-School for a morning/afternoon session.
- Parents will then be notified of a place for their child and will be required to complete and sign a Parental Declaration.
- A 'New Starter Welcome Pack' will be provided which contains a 'Parent Handbook', Children's Welcome to Chantlers' book and documentation that will need to be completed and returned to the school office as soon possible.

<b>Admission</b>	<b>Home Visit &amp; Familiarisation Session</b>	<b>Notification and 'New Start Welcome Pack'</b>
September	May	June
January	October	December
April	February	March

### **Attendance**

Our experience so far, shows a definite correlation between a child's full time attendance and their ability to adapt to school. So, whilst it is recognised that attendance is not compulsory at this age, it is encouraged. It also helps children to establish good routines for becoming school ready and to understand the importance of attendance and punctuality.

Regular attendance is required to maintain a place in the Pre-School class. Persistent absence may result in your child's place being withdrawn and offered to another child on our extensive waiting list.

### **Notice**

If a child is withdrawn from Pre-School during the school year, parents/carers must give a minimum of 4 weeks' notice in writing/email.

### **Equal Opportunities**

In order to achieve our aim to make our Pre-school accessible and inclusive to all families from our local community, we operate the following admissions policy:

- We advertise the Pre-School on our school website, through banners/flyers in the local area and through Bury Local Authority.
- Our whole school building, including Pre-School is designed to make it accessible to children and families with disabilities.

Gender and ethnicity is monitored in accordance with our Equality Policy and objectives.