



PRE-SCHOOL ADMISSIONS POLICY

Pre-school attendance and admission to Reception

Admission into our Pre-school **does not** guarantee admission into Reception. There is no automatic transfer from Pre-school into Reception. You will need to apply for a Reception place in the normal way according to the Oxfordshire County Council admissions process.

Funding:

Parents/carers are responsible for researching their funding entitlement. Evidence of funding will be requested the term prior to starting. If funding is not available, sessions will be charged for.

How to apply:

Parents wishing to apply for a pre-school place must complete a pre-school registration form. This can be found on our website, emailed by request, or a paper copy collected from the school office.

How sessions are allocated:

Applications are processed the term before a child is expected to start. Applications are sorted by age and categorised into the categories below. This is used as our oversubscription criteria should we not be able to offer all requests:

1. Looked after, or previously looked after children
2. Children who have a sibling on roll at the school, at the time of admission into the school.
3. Children of staff employed at the school
4. Children who we believe to be in catchment (based on information and best endeavours at the time)
5. Any remaining sessions will then be allocated based on the registration date and or any/other special circumstances.

When can my child start?

We aim to admit children into our pre-school from the term **after** their third birthday. Depending on the availability of sessions, we do sometimes offer to children who are already 2 and going to turn 3 during that term.

If spaces remain, we offer 2-year olds that are due to turn 3 later on in the school year. For this group of children, their spaces will be guaranteed in pre-school for the following academic year.

Further information on the oversubscription categories:

Looked after and previously looked after children

Looked after and previously looked after children will receive the top priority for a place.

Looked after and previously looked after children will be considered to be:

- Children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, eg. fostered or living in a children's home, at the time an application for a school is made;
- Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989);
- Children who have been in state care outside of England and ceased to be in care as a result of being adopted.

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to give priority to these children at other times.

Siblings

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a stepbrother or stepsister or an adoptive or foster sibling, ordinarily living as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll at the school concerned and that sibling is still expected to be on roll at that school at the time of the child's admission.

Children of staff

Priority will be given to a child if their parent is a permanent member of staff at the school.

A member of staff will qualify as being employed at the school, or being in post at the school, if they have a contract of employment with Vale Academy Trust and the school is their named base in their employment contract.

Catchment:

A child's home address must be the child's normal place of residence at the closing date for applications or at the time of offer for in-year applications. It excludes any relative's address unless the child lives at that address as their normal place of residence. Business or child minder's addresses must not be used.

For children who move between two addresses, the address to be used will be the address where the child lives the majority of the time.

Where the child spends an equal time between their parents/carers, it will be up to the parents/carers to agree which address to use.

Where the child is subject to a child arrangement order which names the address that the child must spend the majority of their time in, that address must be used

We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

Changes of address may be considered if there are exceptional reasons for the change, such as if a family has just moved to the area. Please note schools may request proof of address.

The school will use catchment maps available from Oxfordshire County Council admissions. From this we will make judgement as to whether a house is situated in our catchment area. This will be done with good intent. If an error is made, or the catchment area changes and maps not made available, this will not alter the final allocation list unless we can accommodate the session requests.

Any remaining sessions will then be allocated based on the registration date and or any/other special circumstances.

If there are applications registered that do not fall into the above categories, we will offer based on the registration date. Special circumstances are taken into consideration at this time. This could be (but not exhaustive to) a family in the Forces who were unable to register earlier due to placement allocation. It could also be families seeking asylum status via Oxfordshire County Council. These decisions will be at the discretion of the Head of School or Executive Headteacher.