

# Shotley Bridge Primary School and Pre-School



Shotley Bridge  
Pre-School

## Pre-School Admissions Policy

<b>Approved by:</b>	Governing Board	<b>Date:</b> September 2024
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<b>Last reviewed on:</b>	September 2024
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## Next review due by: September 2025

### Admissions Policy

Shotley Bridge Pre-school operates within Shotley Bridge Primary School and offers both the universal 15-hour entitlement for 3 and 4 year olds as well as the extended 30 hours entitlement where parents meet the criteria. Children are eligible for places in the Pre-school irrespective of whether they will be applying to the school for the remaining period of statutory education.

It is a Governor led provision, therefore the responsibility for determining the admissions policy for this nursery lies with the Governing Board of Shotley Bridge Primary School.

#### **Legal Context**

- Children Act 1989 (Section 22)
- Education Act 1996 (Section 8)
- Education (Start of Compulsory School Age) Order 1998 (SI 1998: 1607).
- School Standards and Framework Act 1998
- Human Rights Act 1998
- Race Relations (Amendment Act) 2000
- Special Educational Needs and Disability Act 2001
- Disability Discrimination Act 2005
- Childcare Act 2006 - Amendment Regulations 2010 (SI 2010/301) Duty to secure early years provision free of charge
- Childcare Act 2016 - Duty to secure the equivalent of +15 hours of free childcare over 38 weeks for qualifying children and their parents
- Equalities Act 2010 and (Specific Duties) Regulations 2011
- The School Finance (England) Regulations 2012 (SI2012/335)

And with reference to the reformed Early Years Foundation Stage (EYFS) (2021) – learning and development and safeguarding and welfare regulations

#### **Desired Outcomes of Admission Policy**

To ensure that all applicants are treated in a fair and consistent way and that the admissions policy is clear and transparent. All eligible children are entitled to access the free early education entitlement of 15 hours on a part-time basis for two years, from the beginning of the term after their 3rd birthday until they reach compulsory school age, defined at Section 8 of the Education Act 1996 together with the Education (Start of Compulsory School Age) Order 1998 (SI 1998: 1607). A child will reach compulsory school age on or after their 5th birthday.

This table indicates when children become eligible for a free part time nursery place:

A child born between	Will become eligible for a free place from
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1 <sup>st</sup> April and 31 <sup>st</sup> August	The start of the Autumn Term following their 3 <sup>rd</sup> birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December	The start of the Spring Term following their 3 <sup>rd</sup> birthday
1 <sup>st</sup> January and 31 <sup>st</sup> March	The start of the Summer Term following their 3 <sup>rd</sup> birthday

These dates are set by the Department for Education and do not take account of variations in the date of Easter. Places can become available throughout the year as children leave for any reason. Therefore, Shotley Bridge Pre-school will hold its own waiting list to fill these occasional spaces as and when they become available. However, places in general must be offered from the waiting list in line with the admissions criteria given below.

In all cases, parents must apply to Shotley Bridge Pre-school to have their child's name added to the waiting list; applications to the school held waiting list will be taken at any time after the child's second birthday. Parents will then be advised of a place in the pre-school at the beginning of the term before the term their child is due to be admitted, according to the table above. School reserve the right to admit children earlier than the dates above where there are extenuating circumstances are present.

The waiting list for Shotley Bridge Pre-school will be separate and independent of any waiting list held elsewhere. On being offered a place, a £50 cash deposit must be paid to school to secure the place, and this must be paid within one week. This will be returned when their child is admitted to the Pre – School.

### **Special Needs**

The Pre – school has facilities to cater for children with special needs. Support is arranged through the liaison with the Local Authority and Outreach Nursery Support Providers.

### **Admissions criteria**

Admissions relate to the date of birth of the child. Exceptions may be made for children in need and those with SEND. The following criteria will be used by the Shotley Bridge Pre-school to allocate available places within where it receives more applications than can be accommodated.

First priority shall be given to 3 and 4-year-old children who,

- have a sibling at Shotley Bridge Primary School and want to access their full 30 hours entitlement (9am – 3pm x5 full days) or want to access 15 hours entitlement and pay for an additional 15 hours (9am – 3pm x5 full days)
- reside within Shotley Bridge and want to access their full 30 hours entitlement (9am – 3pm x5 full days) or want to access 15 hours entitlement and pay for an additional 15 hours (9am – 3pm x5 full days)

Second priority shall be given to 3 and 4-year-old children who,

- have a sibling at Shotley Bridge Primary School and want to access their 15 hours entitlement (9am - 12pm x5 mornings or 12pm - 3pm x5 afternoons)

- reside within Shotley Bridge and want to access their 15 hours entitlement (9am - 12pm x5 mornings or 12pm - 3pm x5 afternoons)

Third priority shall be given to 3 and 4-year-old children who,

- reside outside of Shotley Bridge and want to access their full 30 hours entitlement (9am – 3pm x5 full days) or who wish to access 15 hours entitlement and pay for an additional 15 hours (9am – 3pm x5 full days)
- reside outside of Shotley Bridge and want to access their 15 hours entitlement (9am - 12pm x5 mornings or 12pm - 3pm x5 afternoons)

In all cases, priority will be given to,

- children who will enter primary school in the following academic year (2025/2026), over children who will enter primary school in the next academic year (2026/2027).
- applications where there are extenuating circumstances eg. SEND and children in need.

### **Application Process**

Applications from a parent for a pre-school place should be made directly to Shotley Bridge Pre-school who will allocate places in accordance with the admissions criteria above. Please telephone the school office on 01207 26044 to make an application.

### **Unsuccessful application**

Unsuccessful applicants will be placed on the pre-school held admission waiting list in accordance with the criteria given above; applicants may also request in writing that their unsuccessful application be re-considered by the Headteacher (who is delegated this power by the School's Governing Board), giving detailed reasons for the request.

Shotley Bridge Pre-school will only be able to admit up to their agreed number based on the required staff: child ratios (1:8 or 1:13) and space: child ratios (2.3 square metres per child) as per the Statutory Framework for The Early Years Foundation Stage 2021 (EYFS). The current limit is 34 children based on the number of current staff/staffing ratios but could be raised to 38 children based on space (the decision to increase the number of spaces will be made by the Headteacher).

### **Oversubscription**

In the event of oversubscription in any category, priority will be given to children who will enter primary school in the following academic year (currently 2025/2026), over children who will enter primary school in the next academic year (currently 2026/2027).

Priority will be given to those who live the shortest distance (straight line) between the home address and the main entrance of the school. The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living.

If a child is resident with friends or relatives (for reasons other than guardianship), the friends' or relatives' address will not be considered for allocation purposes. Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.

### **Admissions to Reception Class**

Attendance at Shotley Bridge Pre-school will not guarantee a child admission to the reception class of Shotley Bridge Primary School, or give any advantage to the parent's/carers application for a reception class place. A separate application for admission to the reception class will always have to be made to the Local Authority, as reception places are always allocated by the Local Authority and not the school.

### **30 hours free Childcare for working parents**

The 30 hours free childcare entitlement is available; for 3 and 4 year olds in families where all parents in the household are working a minimum of 16 hours per week and earning the equivalent of the national or living minimum wage. The 30 hours can be accessed through both maintained nurseries and registered private and voluntary early years and childcare providers.

Children in full time reception classes are not entitled to receive 30 hours free childcare.

30-hour eligibility criteria for parents are working and/or:

- Both parents or a lone parent family (earning equivalent of 16 hours a week on National Minimum or Living Wage and earning less than £100,000 per year [each]) including the self-employed.
- Both parent or lone parent is temporarily away on leave (maternity, paternity, parental or adoption leave)
- Both parent or lone parent is on Statutory Sick Pay
- Both parent or lone parent is in receipt of benefits relating to caring responsibilities or their disability; or
- One parent is employed and one parent is disabled or incapacitated (on specific benefits).

The Government believes that including parents who are temporarily away from the workplace will help families to maintain their childcare arrangements, supporting their transition back to work at the end of parental leave or period of ill health and avoiding disruption to the child. Parents will remain eligible for the free entitlement if they access Tax Credits, Universal Credit, Tax-Free Childcare and other childcare schemes to help pay for any additional childcare they need in addition to their free entitlement.

Parents must apply for the 30-hour entitlement through the Government's digital Childcare Service – 'Childcare Choices'. Parents are required to make an application the term before they wish to start receiving the entitlement, i.e. 31st August for autumn term, 31st December for spring term and 31st March for summer term. Parents can apply before their child turns three, although they would not be able to take up their child's place until the term after their third birthday. School reserve the right to admit children earlier than this date where there are extenuating circumstances are present.

Parents can use up to two providers in any one day. For more information visit the Childcare Choices website at <https://www.childcarechoices.gov.uk/>

Should parents circumstance change, i.e. they lose their job, the parent will enter 'The Grace Period' and they will retain their funded additional hours for up to 6 weeks, should they be unable to find alternative employment, they will revert to their universal 15-hour free entitlement. The 'Grace Period' can be extended for a short time at the Headteacher's discretion to support parents who are victims of crime or domestic abuse where they have needed to leave their home.

It is the responsibility of the parent to ensure that they apply for the 30-hour entitlement through the Government's digital Childcare Service and keep their code up to date/reactivate their code before the end date. Failure to do so may mean the entitlement lapses and responsibility for paying for hours already accessed will lie with the parent.

#### Wrap Around Care

Outside of the 30 hours' complimentary offer, Shotley Bridge Pre-school can provide wrap around care from 7.45am - 9am and 3pm - 4.30pm.

Late collection fees will apply where applicable.

NB: Parents do not have to take up additional hours and this would not affect the offer of a funded nursery place.

#### Charging / Booking Policy

- All bookings for wrap around care must be made and paid for in advance on Arbor.
- Pre – School session fees must be paid weekly – parents will receive an invoice at the end of the week, and this must be paid on Arbor before the following week begins.
- Sessions booked are not transferrable and will be chargeable whether your child attends or not (as the costs for organised supervision remains the same whether your child attends or not).
- Payment should be made through Arbor – please contact the school office for further information. Child Care / Government vouchers are also accepted
- Please see Charging Policy for other extended services you may use on the website.