



PRE-SCHOOL ADMISSION POLICY 2024/2025

DEFINITIONS

The following terms shall have the following meanings for the purposes of this document:

the Academy means Clifton All Saints Academy

'Looked after' children means a child who is in the care of a Local Authority or being provided with accommodation by a Local Authority in the exercise of their social services functions (see section 22 (1) of the Children Act 1989).

Previously 'looked after Children

means a previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines 'special guardianship order' as an order appointing one or more individuals to be a child's special guardianship (or special guardians).

Sibling

means a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister or foster brother or sister where foster care has been arranged by a local authority or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the Academy at the time of the application and be likely to remain in the Academy at the proposed date of admission.

'Very Exceptional' Medical Grounds

'Very exceptional' medical grounds refer to cases where there are exceptional medical reasons which make it essential that a child should attend a particular school and where the preferred school is the only school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Trustees reserve the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent, brother or sister or other relative/childminder.

Home Address A pupil's home address will be regarded as the address of the parents or guardians with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

Catchment Area Please visit the following website page for information about the academy's catchment area
https://www.centralbedfordshire.gov.uk//Academy_catchment_areas
Typing in a postcode will show whether a particular property falls within the catchment area and also show the boundaries of the catchment area itself.

ADMISSION NUMBERS

The Academy will admit children into the pre-school up to the admission number of **32** per session each academic year (this may be reviewed annually). The Academy will admit children from the age of 2 years 6 months. The places offered will be full time, mornings or afternoons according to demand on the basis of a 38-week school year. Sessions will be 3 hours in duration starting at 8.45am in the morning or 12.15pm in the afternoon. A minimum of two sessions over two separate days must be selected for admission into the pre-school.

Pre-school children are non-statutory pupils and must re-apply for a place in the main Academy in the year they turn 5 via the Local Authority Coordinated Admission Process (see separate main Academy Admissions Policy). A place in pre-school does NOT guarantee a place in the Reception class or give any higher priority for a place in the Reception class. The Local Authority follows the equal opportunities offer for working parents.

ADMISSION CRITERIA

Admissions are subject to the availability of pre-school spaces. Children can be admitted to the pre-school class from the age of two years and 6 months.

Should there be more applications than places, the following criteria will be used to determine how places are allocated:

1. All 'looked after' children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.,
2. Children who are already attending the Nursery and wish to increase their hours.
3. Three and four year old funded children in order to receive their full entitlement of up to 30 hours of care and education a week.
4. Children who have siblings already attending
5. Pupils living in the catchment area

6. Very exceptional' medical grounds
7. All other children in birth order (oldest child first)

Notes:

1. If applying these criteria results in there being more children with an equal right to admission to the Academy than the number of available places, the tie break will be the distance the pupil lives from the Academy, measured in a straight line, [using the Local Authority's computerised mapping system], with those living closer to the Academy receiving the higher priority. The distance will be measured from the address point of the pupil's home to the main entrance of the Academy. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the Academy, the ultimate tie-breaker will be random selection, [using the School Admissions Team database] to allocate the place.
2. Pupils who have an Education, Health and Care Plan naming the Academy will be admitted even if the pre-school is full.
3. Where a twin or multiple birth child is offered the last available place, the Trustees will make every effort to accommodate the other twin or multiple birth child.

ADMISSION ARRANGEMENTS

Parents wishing their child to attend the Academy's pre-school need to register with the Academy's office who will send a link to its application form. An application form needs to be completed and a birth certificate and proof of address is required to register your child. This will then be acknowledged that you have registered an interest, it is not an acceptance of a place in the pre-school. Parents can request a preference for sessions but the Academy cannot guarantee that this preference can be met.

Applications will be prioritised according to the admission criteria set out above. Offers of places will only be made to those children who will have reached the minimum age for admission by the start of the following term.

The waiting list operates on a date of birth admission basis not on a registration date, the closing dates for admissions are as follows:

September Intake	31st March
January Intake	30th September
April Intake	31st January

Places for each intake will only be allocated after the closing date has passed and letters will go out prior to May half term for the September intake; October half term for the January intake and February half term for April intake – if spaces are available.

The Academy operates a termly admissions process. The availability of places at any entry point will vary each year depending on numbers of children in the pre-school class at that date (if the pre-school is full in the September intake then there will be no further entry that year unless a space becomes available).

FUNDING:

Two-Year-Old Funding

From April 2024, eligible working parents of two-year-olds will be able to access up to 15 hours per week of free childcare or early education from the term after their child turns two. This is equivalent to five three-hour sessions.

Parents or carers who are receiving some additional forms of government support may be eligible for 15 hours of free early education for their two-year-old child (from the term after their child turns two). This is equivalent to five three-hour sessions.

Three and Four-Year-Old Funding:

Currently, all three- and four-year-old children are eligible for 15 hours a week of free childcare or early education (from the term after the child turns three). This is equivalent to five three-hour sessions.

Three- and four-year-old children of working parents are also eligible for an additional 15 hours a week (30 hours in total). This is equivalent to five three-hour sessions.

WRAP AROUND CARE:

Wrap around care can be provided at an additional cost by registering with Dawn until Dusk.

1. Before the child starts pre-school, a member of the Early Years Foundation team will meet parents/carers at home so that we can get to know the child and discuss their learning journey so far. A welcome pack will be offered giving the opportunity to have a 2-way dialogue, to tell the Academy about your child and ask any questions. The Academy believes that parents are the first educators; this information is paramount to the smooth settling and transition of all pupils.
2. Pre-school children will have a staggered entry into the pre-school class, to ensure a smooth transition into pre-school routines and environment.
3. In-year entries into pre-school will be allocated on availability of spaces.
4. Pre-school children move into the Reception class in the year that they are 5. Children who start in the pre-school have NO GUARANTEE of a place in the Reception year at the start of the academic year during which the pupil is 5. Parents need to make a formal application for a place in accordance with the local authority admissions process (see main Academy admissions policy).
5. The Academy retains the right to review and amend our numbers per session on an annual basis.
6. If families require a full-time provision, then wrap around care is available through the Dawn until Dusk's breakfast club from 7.30am and after school club until 6pm. To register for Dawn until Dusk provision please see: <https://www.cliftonallsaintsacademy.co.uk/dawn-until-dusk/>
7. If a family with a child in the Academy's pre-school wishes that child to continue in that pre-school provision beyond the point at which the child would normally have taken up a Reception place, then they must request this at the point they would usually have applied for an Academy place. Please note that this situation can only arise where permission to delay an application for a Reception place has been formally given by the Trustees or another admission authority (please see the main Academy's admissions policy for the Academy's own process for applications for out of year group education).

APPEALS PROCESS

There is no statutory right of appeal against a decision with regard to admission to a pre-school class. If your child is not offered a place, the Academy will keep a waiting list and will advise you should a place become available.

Parents wishing to object to a decision concerning their application should follow the Academy's complaints process.