



# SPARKENHOE COMMUNITY PRIMARY SCHOOL

## Foundation 1 Admission Policy

Pre-School for 3 and 4 year olds.

Children who will have their 3<sup>rd</sup> birthday before September 1<sup>st</sup> of the year of starting.

Our Pre-School offers the following places:

52 part time places (26 mornings and 26 afternoons)

### Entitlement

All parents are entitled to 15 hours free provision per week. These hours will be offered as either a morning place for 5 days a week or an afternoon place for 5 days a week.

We do offer 30-hour full time places for working parents who are eligible for the additional 15 hours or for parents who wish to pay for the extra 15 hours.

Parents will need to apply online to access the extra 15-hour free entitlement. If they are eligible, they will receive a code that will be need to be checked by the school. Parents need to check carefully to see whether they are entitled and to apply for that entitlement as soon as is practicably possible.

### Admission

Children are normally admitted in September at the start of the academic year. If there are more applications than places, then places are allocated using the over subscription criteria. Applications after the start of term will be considered up until the end of September if there are spaces available.

In November, eligible applications will be considered for a January start. All applications on the waiting list will be considered equally and places offered using the oversubscription criteria if there are more applications than places. Requests for a start before January will be considered on an individual basis and at the discretion of the school.

Applications submitted after January will be considered on an individual basis and at the discretion of the school.



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## Over-subscription Criteria

Criterion 1: Children in the care of a local authority within England or who were previously in the care of a local authority within and outside of England.

Criterion 2: Children whose home address is in the catchment area of the school with a sibling at the school, who will still be on roll when the applicant starts school in the reception year.

Criterion 3: Children whose home address is outside the catchment area of the school with a sibling at the school, who will still be on roll when the applicant starts school in the reception year.

Criterion 4: Children whose home address is in the catchment area of the school.

Criterion 5: Children who are sons / daughters of staff working at the school.

Criterion 6: Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application).

Criterion 7: Children whose home address is outside the catchment area of the school and who have requested a place.

Within each criterion priority will be given to children living closest to the school, as measured on a straight-line basis using a geographical information system measuring from the Geo-code reference point from the child's home address to the Geo-code reference point for the school.

## Admissions Procedure

To apply for a place, parents should complete the school admission form. Applications will be considered at the following times of the year and places offered accordingly:

1. January in preparation for a September start: Applications for children with siblings at the school and children who live in the catchment area as well as children who are looked after will be considered.  
Places will be offered accordingly. If there are more applications than places, the oversubscription criteria will apply.
2. End of February: All other applications will be considered. Places will be offered accordingly. If there are more applications than places, the over-subscription will be applied.
3. Any applications received after the end of February and all in year applications will be considered on an individual basis and at the discretion of the school.
4. November in preparation for a January start. If there are any places, all eligible applications will be considered. Places will be offered accordingly. If there are more applications than places, the oversubscription criteria will apply.



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Parents will be sent an offer letter with a slip to return. The place must be accepted within 3 weeks of the offer, otherwise the place will be offered to another child.

Proof of residency will need to be submitted on the acceptance of the place. Further details will be outlined in the offer letter.

Parents will be provided with all relevant information and invited to stay and play sessions before starting in our pre-school.

This policy has been drafted bearing in mind the philosophy of equal opportunities for all. No application will be discriminated against on the grounds of race, religion, gender, disability, sexuality or background.

## Charging for Foundation 1 pre-school 30-hour places

Parents who are offered and accept a full time 30-hour place will need to provide a packed lunch for their child OR order and pay for a school meal.

Parents who are not eligible for 30-hour funding but accept a full-time place, will be charged for the additional 15 hours and will need to provide a packed lunch or order and pay for a school meal.

## Withdrawing offers

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn. These are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within three weeks
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings
- There is non-payment of any fees and there is increasing debt. This may lead to the place being suspended until the required payments have been made.
- Where parents are no longer entitled to 30 hours free provision because their eligibility has changed. In such cases, parents would be invited to use the top-up fees facility to maintain the place in any such circumstances. Otherwise, the place would have to be reduced to the 15-hour entitlement.