



Devonshire Primary Academy Pre-School Admissions Policy



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Adopted by Governors/HT: HT
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Person responsible for policy: N Horabin



Devonshire Primary Academy

PRE-SCHOOL ADMISSIONS POLICY



- In the first instance children are admitted to Pre-School at the start of the academic year, one year before the child reaches statutory school age. In some cases, places are available for longer and a child may be offered a place from the term in which they have their third birthday. They are expected to complete at least three terms, unless there are exceptional circumstances.
- There are 26 am places and 26 pm places available in the pre-school unit.
- All parents and carers will be able to access the fifteen hours free Pre-School education provided by Blackpool Council and funded through the Pre-School Education Grant.
- We are registered to receive the 30 free hours of childcare. These full time places are limited to 10 and will be allocated in line with this admission policy.
- We offer a limited number of additional hours for which there will be a charge (payable a week in advance).
- Parents can register an interest in a Pre-School place when the child is two years old but places will not be allocated by length of time on the list.
- The completion of an admission form does not guarantee a place in Pre-School. Attendance in the Pre-School does not guarantee a place in the Primary Academy.
- The arrangements for the admission of pupils to the Pre-School rest with the Head Teacher and Governing Body, who manage admissions on behalf of the Local Authority.
- Applications should be received no later than the last Friday in MAY for the following Autumn Term start. Parents and carers will be notified of the allocation of a place by the third week of JUNE.
- Parents will be informed in writing if it is not possible to offer a place in the Pre-School class. The letter will inform them that they may appeal to the Governing Body's Admissions Appeal Committee. The decision of the Committee will be binding on the applicant and the school.

Admissions Procedure

- Where there are more applications than places, all applications received by the deadline will be considered using the over-subscription criteria only.

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- All information given by the parent/carer must be regarded as confidential, but must be made available to those considering the application.
- Applications for places will be considered by a committee of the Governing Body or the Governing Body may delegate this task to the Head Teacher and at least one other member of staff nominated by the Governing Body.
- When the provision is full, a waiting list will be established in the over-subscription priority order. When places become available children will be allocated from the waiting list.

Over-Subscription Criteria:

When the number of applications for admission exceeds the number of places available the following criteria will apply in order:

Looked After Children

- Blackpool Council gives the highest priority to Looked After Children, as required by the Education and Inspections Act 2006 and the Education (Admission of Looked After Children) (England) Regulations 2006.
- A 'Looked After' child is a child who is in the care of a Local Authority or provided with accommodation by that Authority (as defined in Section 22 of the Children Act 1989) at the time of application and allocation.
- If a child ceases to be a 'Looked After Child' after the application is made, this is regarded as a relevant change of circumstance.

Medical Conditions

- Priority will be given to children where they or their parent(s)/carer(s) have a serious medical condition where they contend that attendance at a particular academy is appropriate.
- Supporting evidence will be required and this must set out the particular reasons why the academy in question is the most suitable academy and the difficulties which could arise if the child had to attend an alternative academy.
- There must be substantive medical evidence e.g. in the form of a letter from a consultant doctor. Each case will be treated on merit and the Local Authority will consult its own medical advisers in deciding whether a higher priority will be given.
- Higher priority will be given if the Authority's medical advisers consider attendance at a particular academy to be essential.
- Higher priority within this criterion will not be given if appropriate supporting evidence has not been produced.

Social or welfare reasons for admission

- Where there are sensitive individual and compelling family circumstances, which are directly relevant to the preferred academy, may also be considered at the time of application. As it is difficult to make subjective judgments on requests for consideration within this criterion, appropriate professional reports or other documentary evidence will be required.

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- Higher priority within this criterion will not be given if appropriate supporting evidence has not been produced.

Siblings

- Priority will be given to brothers and sisters of children already attending the academy at the time of application and who will still be attending at the time of admission.
- This includes brothers and sisters who may not live at the same address. Stepchildren and foster children who are living with the same family at the same address would be classed as siblings. Stepchildren or foster children who do not live with the same family at the same address would not be classed as siblings.

'Distance' criterion

- Devonshire Primary Academy determines the distance from the applicant's home address to the academy on the following basis: AA route planner web site - academy postcode to home postcode.

Phased Admission Policy

During the first two weeks of the autumn term children and parents are visited at home by a team of two pre-school staff. The admission form is completed and a starting date for pre-school is arranged at this time.

- To ensure a smooth transition between home and school we admit the children in small groups, this helps the children to become familiar with their new surroundings and to talk to the adults who will be working alongside them.
- Starting dates are chosen at random, the pre-school staff arrange a mix of gender and dates of birth in each group.
- The children are admitted in small groups. On the starting day parents are invited to bring their children at a previously arranged time to ensure all the children have an equal opportunity to work with the pre-school staff and to make sure they are happy and settled in their new environment.
- Parents are encouraged to stay and work with their child.
- Children with special educational needs may be admitted at a later date after consultation between the parents, the Head Teacher and the local authority.

Occasional Vacancies Policy

- Vacancies may arise during the year for a number of reasons.
- All admissions will be in conformance with agreed criteria, in accordance with Local Authority Policy, and records kept of decisions made.