

Brimscombe C of E (VA) Primary School

Pre-School Admissions Policy

Approved by: EE&S Committee

Date: Jan 23

Last reviewed on: Jan 2023

Next review due by: Jan 2025

Our vision statement:

Our shared vision is what makes Brimscombe C.E. (VA) School such an inclusive and happy place. Rooted in Christian Values, it is at the heart of all we do. It is taken firstly from Paul's letter to the Corinthians.

'Stay alert and hold firmly to all you believe. Be mighty and full of courage. Let love and kindness be the motivation behind all that you do. 1 Corinthians 16:13-14

Through our Christian ethos we work together to develop enquiring minds, a spirit of curiosity, tolerance, and resilience. We value every member of our school community for who they are. Through challenge, support and building positive relationships, we pursue excellence in all we do.

The aims of our school are that:

- All our pupils feel safe & cared for
- All our children flourish
- We look after ourselves and each other
- Everyone in our school community understands tolerance & respect for others.
- Each child grows in spiritual awareness.
- We celebrate diversity.
- We encourage global awareness
- We provide rich opportunities for our children to learn
- Everyone promotes positive relationships.
- We build a community of children, staff, parents and Governors that works together for the benefit of all.

Policy statement

It is our intention to make Brimscombe C of E Pre-School accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to Brimscombe C of E Pre-School through open, fair and clearly communicated procedures.

- We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence to speak English.
- Children can be admitted from the age of 3 years up to when they are eligible to start main stream school. It is recognised that the majority of children will start at the beginning of the term following their third birthday to take advantage of the Governments free 15 hour childcare voucher scheme. Any child who attends beyond their 15 hour entitlement (or who

starts Brimscombe C of E Pre-School prior to receiving their entitled 15 hours child care vouchers) will be invoiced accordingly.

- We ensure that information about Brimscombe C of E Pre-School is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required.
- Attendance may be on a part time basis, mornings or afternoons or full day care 9am to 3pm. There is also on offer the opportunity to attend Breakfast Club and After School Club at the current rates advertised. There is opportunity for each child to stay for lunch which can be purchased from the onsite kitchen facilities or a packed lunch may be provided by the Parent/Carer.
- Brimscombe C of E Pre-School operates during Term time in line with Brimscombe C of E School term dates.

Registering

- A registration form should be completed by parents and submitted to allow your child to be added to the waiting list. Inclusion of a child's name on the list does not constitute a promise of a place.
- Applications received will be allocated according to the following process
 - For Pre-school children (this refers to children who will be 4 within the academic year September to August)
 - These places will be allocated based on pre-registration date
 - Initially you will be offered between 12-15 hours to ensure we can accommodate as many children as possible
 - If Brimscombe C of E Pre-School is oversubscribed places will be allocated using the criteria below.
 - If there are additional hours available after this allocation, you will be offered these in order of registration
 - This process will commence March the year prior to admission and be completed by end of May
 - Ideally all children to commence from the start of the academic year.

NB: If a place is offered and not taken up within 2 weeks of the start date agreed, then the place may be offered to another child.

Allocation Process

Following the submission of the registration form:

- You will receive an email from us to confirm your requirements are still as per your pre-registration form
- Once all responses are collated you will receive an email offering a place, stating the start date and the days that you can be accommodated (these may not always be what your requirements stated) and what funded hour place you have been allocated
- Parents/Carers must confirm that they will take up the place within 10 days of the offer being made.
- If we do not hear from you, we will attempt to contact you, however the place will be offered to the next person on the waiting list.

Oversubscription

In the first instance Brimscombe C of E Pre-School will look to satisfy places utilising the child's 'free' entitlement ('Free' 15 hour entitlements are considered before applications for an additional 15 hours utilising the 30 hour funding). Where there are more applications than available places, the following criteria will be used to decide which children are offered a place:

1. "Looked after" children (as defined in the Education Act 2002 – Admissions)
2. Preschool aged children (Academic year before your child is eligible to start school)
3. Those children who will have a sibling attending this setting at the time of the applicant's proposed admission (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit)
4. Those children who live in the catchment area of the school.
5. Children who live in the ecclesiastical parish of Brimscombe whose parents have active connections with *Holy Trinity Church.

* Active connection means being a regular worshipping member of the church at least once a month. Where parents/guardians fall into this category, they will be asked to provide a letter of support from the Minister.

6. Children who live nearest to the school calculated in a direct straight line from the child's permanent place of residence to the school.

If there are more applicants than can be accommodated at the setting in criteria 1 to 5, places will be offered to those children in each criterion whose place of residence is nearest to the setting as defined in criterion 6.

- Since places in are limited, Parents/Carers are advised that a poor record of attendance or failure to pay without good cause may, after discussion with the Parent/Carers, lead to their child's place being given to someone else.
- You must give four weeks written notification for any reduction in hours or leaving the setting. You are liable for payment of this place until that date.

Additional information

- To support the local community, we have a limited number of 30 hour funded places available these will be allocated to children who are attending the setting for between 24-30hours based on date of pre-registration.
- Parents/Carers will be asked to bring their child for a visit to Brimscombe C of E Pre-School prior to the child starting, to meet staff and familiarise themselves with their new surroundings. Parents/Carers are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.
- The adult who accompanies the child will need to ensure that they register the child at the beginning of each session – and make their presence known to staff when they collect a child.
- Parents/Carers are asked to provide two emergency contact numbers when the child is registered. It is the Parent/Carers responsibility to ensure that they are kept up to date and current.

- If any child is unwell and not able to attend Brimscombe C of E Pre-School, then the Parent/Carer must contact the Brimscombe School office
- A snack of fresh fruit and a form of carbohydrate is provided.
- Free milk is provided by the Cool Milk for Schools scheme.
- If any child has a medical condition which prevents them from having specific foods, then it is the Parent/Carer's responsibility to inform the Brimscombe C of E Pre-School staff and note it on the child's medical form when the child is registered. It is the Parent/Carers responsibility to ensure that the Brimscombe C of E Pre-School staff are kept up to date and current.
- Admission to the Brimscombe C of E Pre-School does not constitute a promise of a place at Brimscombe C of E Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area.

All documentation is available from the main school office including booking forms for before and after school club.

This Brimscombe C of E Pre-School Admission Policy will be available for Parents/Carers and has been endorsed by the Governing Body of the school, who will review it every 2 years.

Reviewed January 2023

To be reviewed January 2025