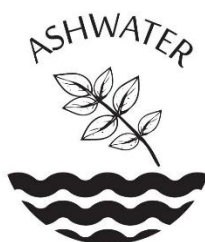


Ashwater Primary School



Preschool Admissions Policy

January 2024



Policy Updated: January 2024

Policy Review Date: January 2025

As a community school Devon County Council (DCC) is the admission authority and has responsibility for setting these admission arrangements. The decision-making process is delegated to the schools governing body; the oversubscription criteria and nursery admissions policy set by DCC must be followed by VC and community schools.

1. The Ethos of Ashwater Primary School

- In the Carey Federation, we are aspirational learners who build Relationships by being Resilient, Resourceful, Reflective and Respectful
- We aim to promote a culture that develops the Carey Qualities in our children. We do this by: actively exploring the meaning of each Carey Quality with the children, nurturing the Carey Qualities through every aspect of school life, praising children for their efforts in embracing the Carey Qualities

Aim High – always aim to do the very best you can in whatever challenges you face and believe you can succeed.

Be Resilient – you cannot succeed without failing so never give up.

Take Care of Each Other – always be kind and thoughtful to your friends, classmates, younger children and adults.

2. Early Years Funding for two, three- and four-year-olds

3. 2 Year Olds

Generally, children will start at nursery/preschool at the beginning of a term, however if spaces are available we can take in term time. Eligibility for the Early Years Funding for two-year-olds is from the start of the funding period following a child's second birthday and eligibility for all three-years-olds to receive the Early Years Funding is at the start of the funding period following their third birthday.

4.2. This funding will be paid up until the time when the child reaches compulsory school age if the parent chooses to defer or delay entry into school.

If a child is born (or reaches 9 months) between:

- 1 January and 31 March funding can be claimed from: 1 April following the child's birthday
- 1 April and 31 August funding can be claimed from 1 September following the child's birthday
- 1 September and 31 December funding can be claimed from 1 January following the child's birthday

4.3. There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday. All places offered in reception are for full-time admission in the September following the fourth birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

Please view the updated Nursery Policy on the Devon County Website for more information below:

<https://www.devon.gov.uk/eys/for-providers/early-years-and-childcare-in-schools/admissions-to-nursery-places-and-foundation-stage-units-in-schools/>

The fee for two year olds is £4 per hour. You will be invoiced at the end of each half-term. Payments for sessions will be paid via our on-line payment service, 'School Money'.

Are You Eligible for Free 2 Year Old Funding if not working?

A 2-year-old can get funded childcare if the parent/carer gets one of the following:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit and your household income is £15,400 a year or less after tax, not including benefit payments
- child tax credits, and your household income is £16,190 a year or less before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Parents must check their eligibility for the entitlement to Early Years Funding for their 2-year-olds. Parents will need their National Insurance number, date of birth, name and child's details. Eligibility can be checked [online](#) or by phone: 0345 155 1013.

3 & 4 Year Olds

You can choose the 15 hours from any of the sessions (please see opening times). You may also choose additional sessions but these will be chargeable at £4 per hour.

If you are entitled to 30 hours of free childcare, you can select any/all of the sessions we offer.

If you are interested in a place for your child or if you would like to come and visit, then please contact our School Office: Telephone: 01409 221 476 (am) or e-mail:

admin@ashwater.devon.sch.uk

4. Patterns of attendance available

We offer 22 hours per week, if you are entitled to 30 hours funding per week this can be split with another provider. We are closed Tuesday all day and Thursday afternoon. Please see the Pre-School Information pack for more details.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 12:00					
12:00 – 1:00					
12:00 – 3:00					

5. School Lunches

- [Free school meals](#) (FSM) must be provided for children (whose parents meet the [eligibility criteria](#)) and if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. Parents must check eligibility through the [Citizens Portal](#).
- Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch or bring a packed lunch.

6. Visiting

- We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our Pre-school. If you would like to visit Ashwater Pre-School you should contact the school to make an appointment.
- Most children will start at the Pre-school at the start of the term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another early year's provider.

7. How to apply for a nursery place

If you are interested in placing your child in our care we will need you to complete and return the forms that are available from the School Office. To facilitate this process please use the checklist below to ensure we have all the necessary documentation to get you started!

Please ensure that you return all of the following documentation to the school office:

- Foundation Stage Unit Registration Form
- School Data Forms S11
- Foundation Stage Unit Session Request Form
- Birth Certificate (for copy to be taken)

8. Information provided in an application

- We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery/**preschool**, and this disadvantages another child.
- If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.
- You will be asked to provide date of birth evidence so we can check your child's age.

9. Increasing the hours attended

- If a place/session becomes available part way through a term and there is a waiting list, priority for the place/session will be given to the children on the waiting list. If the parents on the waiting list do not want the sessions as the times that are available, then they can be offered to parents of children who are already attending the Pre-School. Similarly, if there is not a waiting list and there are parents of children that already attend the Pre-School who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made, and the oversubscription criteria will be applied to determine who should be given priority for that place.

10. Admissions appeals

- If a Pre-School place is refused, parents can go through the school's complaints process to express their concerns. The governing body will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the Pre-School was full, it will also consider the impact on the child and family and may still award a place at the Pre-School if there is both the physical space and sufficient staff available.

11. Transport

- No transport is available for nursery children.

12. Uniform

Pre-school children do not have to wear school uniform. However, if they wish to they may wear a yellow t-shirt and green sweat shirt which are both available to order from the School Office. Please be aware that the children may get messy, when exploring at times, so practical clothes are recommended! If possible the children need to wear sensible shoes, that they are able to fasten themselves.

Children will be learning outside in all weathers, so please ensure they bring a suitable, waterproof coat every day. If they have waterproof clothing and boots they are welcome to leave these in school, to access them when required.

In sunny weather please apply sun cream before the session and provide a named spare bottle of sun cream and a sunhat. The children will be encouraged to apply this for themselves.

Please send children with spare clothes, including pants and socks, in a named bag, in case of accidents. If your child has nappies/pull ups, could these also be included along with wipes/cotton wool.

13. Changes to attendance

- Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both a) and b) below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.
 - a) New applications from parents whose children do not yet attend the nursery.
 - b) Requests by parents whose children attend the nursery, and they want to increase OR change the times their child attends
- It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.

14. Contacts and further information

Headteacher	Mrs Ruh Alford
E-mail:	admin@ashwater.devon.sch.uk
Telephone:	01409 211228
Website:	https://www.thecareyfederation.co.uk/ashwater-primary-school/