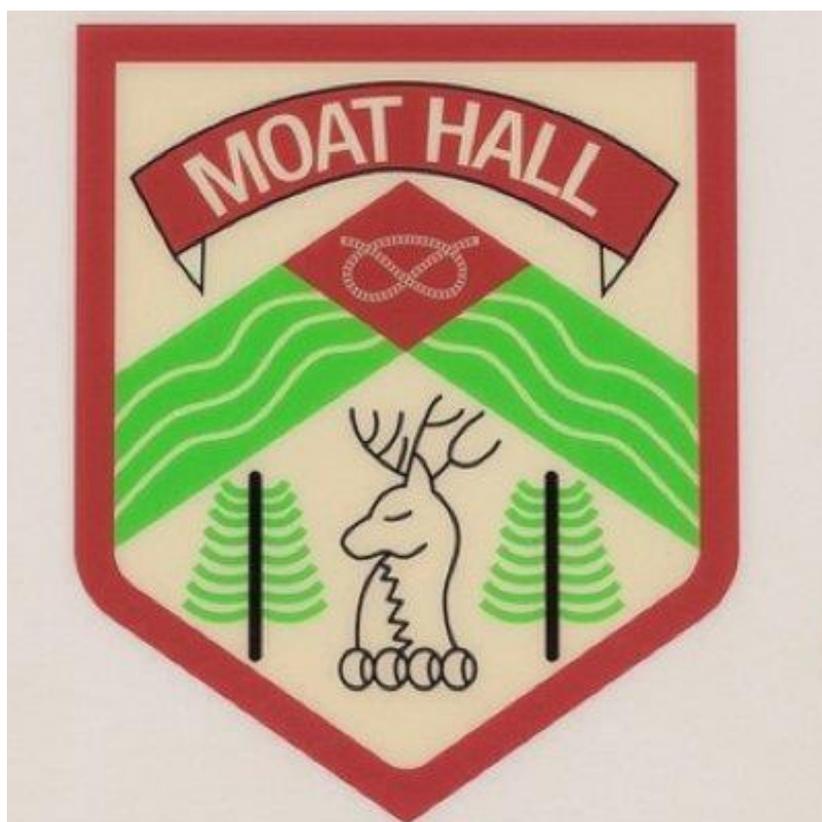


Pre-School Admission policy



Moat Hall Primary School

Approved by: Jane King

Date: September 2019

Next review due by: September 2020

Admission to the pre-school at Moat Hall Primary School is determined by the school's Governing Body. This Admissions Policy does not apply to the admission of pupils into the school. Staffordshire Council is responsible for admissions into school. Parents wishing to apply for a place at the school's pre-school must complete an application form. These are available in the school office.

The Governing Body has agreed this pre-school Admission Policy so that in the event of there being more requests for pre-school places than are available, there are fair and transparent admission criteria in place.

Moat Hall Primary School has a 52 place pre-school that is staffed by four members of staff, one of which is a teacher. Attendance at our nursery is either part-time, for 15 hours per week (universal funding) or 30 hours per week. We also have a 12 place pre-school for 2 year olds.

Session patterns available are:

- Morning sessions of 8.45am – 11.45am and
- Afternoon sessions of 12.20pm – 3.20pm and
- All day sessions of 8.45am – 3.20pm during term time only.

Places for three year olds

All children will be eligible for admission to a pre-school class the term after they turn three years old, although admission will be subject to an application being made and places being available.

When you can start claiming

The date you can start claiming depends on your child's birthday.

Child's birthday	When you can claim
1 st January – 31 st March	The beginning of the term on or after 1 st April
1 st April – 31 st August	The beginning of the term on or after 1 st September
1 st September – 31 st December	The beginning of the term on or after 1 st January

When the pre-school is over subscribed for a three year old place, applications for entry in the 2018/19 year will be ranked according to the following criteria:

Criteria for admission to the pre-school

- a. Looked after and previously looked after children.
- b. Exceptional educational/social/medical need.
- c. Children who have a sibling attending the pre-school or main school at the time of admission.
- d. Children who will turn 4 years old between 1st September 2018 and 31st August 2019 (this is to give priority to older children due to transfer to reception in the following academic year).
- e. Other children not meeting any of the criteria above.

If a child is seen to be not taking up their agreed sessions on a regular basis, the school reserve the right to offer the place to another child.

Places for rising three year olds

Children may be considered for admission during the term in which they reach the age of three. Any such offers will be considered dependent on availability.

Eligibility for 30 hours

- For families where both parents are working (or one parent in the case of single parent families), and each parent earns the equivalent of 16 hours a week at the national or living wage and earns a combined wage of less than £100, 000 per year.
- A total of 30 hours of free child care per week, over 38 weeks of the year (term time). Lunch time supervision is not included in the 30 hours and is chargeable at £2 per day.
- Parents must apply for the 30 hours provision each term and children cannot start at the nursery until a verification code has been issued. Children are not able to start part way through a term. The application website for the extended hours is www.childcarechoices.gov.uk.
- Parents are responsible for the updating of the validation to continue to secure the place. If eligibility ceases, there is a grace period set by the government, after which the place may no longer be available if there is a waiting list.

Places for two year olds

Children may be considered for admission during the term in which they reach the age of two. Any such offers will be considered dependent on availability. We also offer Think 2 places. If you think you are eligible please contact EYFS lead, Mrs Goodhead, for more information.

Procedures for admission

The school will endeavour to inform parents and guardians of the outcome of their application by letter at least half a term before admission. The school will only allocate pre-school sessions once it has determined that a place can be offered in accordance with the admission criteria. If an applicant is offered a place they must confirm acceptance directly with the school by the date stipulated in their offer letter. Parents do not have a statutory right to appeal to an independent appeal panel in relation to pre-school admissions.

If you have any questions, please get in touch with our Early Years Lead, Mrs Goodhead or a member of our friendly office staff.