ALDERMAN JACOBS PRIMARY SCHOOL

PRE-SCHOOL ADMISSIONS POLICY

Aims

The purpose of this admissions policy is to ensure the transparent allocations of places for children to access integrated care and education at Alderman Jacobs Pre-school. It is our aim to ensure all children in our community have ease of access and to provide the support required to ensure parents/carers are well informed of the facilities and services available to them.

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply

Roles and Responsibilities

The Board of Trustees of Soke Education Trust is the admission authority for the pre-school. The Board of Trustees sets the admissions policy for the pre-school. The Local Governing Committee has been delegated responsibility for applying the admissions policy and managing the day-to-day admissions process in accordance with the Trust's Scheme of Delegation.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Board of Trustees will be consulted and parents/ carers informed of the outcome.

Definition of terms:

- **Looked after children** are children who, at the time of making an application to a school, are: In the care of the local authority, or being provided with accommodation by a local authority in exercise of its social services functions
- **Sibling** - a brother and/or sister and any child living in the family unit i.e. half- brother/sister and/or step-brother/sister.
- **N1/N2 status-** N1 will turn 3 in the academic year being considered for application. N2 will turn 4 in the academic year being considered for application.

Application process

We provide 64 part-time-equivalent places for children aged 3 to 4 years old. We can provide places for 32 children in the morning and 32 in the afternoon. Availability of all day sessions will be dependent on demand.

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When a parent/carer communicates an interest in applying for a place at Alderman Jacobs Pre-school they are required to complete:

- Pre-school application pack, including an application form
- Count Me In funding form
- Acceptance of Terms and Conditions
- We will also need to see the child's birth certificate

On receipt of these forms, their child is placed on the waiting list according to our allocation criteria.

Allocation of Places

When a place becomes available, we operate a waiting list for current pupils to increase or change their sessions. Parents/carers need to request these session changes by completing a *Change of Session* form. Changes to sessions may only begin at the start of a new half term and with two weeks' notice prior to the end of the current half term. This is subject to the requested sessions being available.

When a new place becomes available, we operate a waiting list and places are allocated and offered out to families following the application period. Application periods will be communicated during open sessions and on our school website.

Applications received within the designated application period will be numbered in the order they are received. Where the number of applications exceeds the number of available spaces, the school reserves the right to use a first-come, first-served approach at its discretion.

All admissions decisions will be made in accordance with our published oversubscription criteria below.

<u>Oversubscription Criteria</u>

When the number of applications exceeds the number of available places, we will allocate places using the following criteria, in order of priority:

1. Looked-after children and previously looked-after children

- Children who are in the care of a local authority or provided with accommodation by that authority (as defined in Section 22(1) of the Children Act 1989)
- Previously looked-after children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)

2. Children of staff

- Children of staff members who have been employed at the school for two or more years at the time of application, or
- Children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage

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3. Siblings

- Children who have a sibling attending the school at the time of admission
- For this purpose, 'sibling' means a full, half or step-brother or sister, an adopted or foster brother or sister, living at the same address

4. Date and time of application

- Where all other criteria are equal, applications will be prioritised based on the date and time they were received within the application period (first-come, first-served)

We reserve the right to offer a place to a child that may be subject to a Child Protection plan, considered to be a Child In Need or by attending Alderman Jacobs Pre-school it means that as a setting we can more effectively meet their safeguarding or additional needs.

We also reserve the right to offer places to children of members of staff if it enables them to attend their place of work and manage their childcare through the support of our service.

We reserve the right to allocate places based upon the needs of the child, their N1/N2 status and constraints of the setting.

Session Times

Children are able to access the following sessions:

Full day sessions – 8.50 am – 3.05 pm, including lunch.
Morning session – 8.50 am – 11.50 am
Afternoon session 12.05 pm – 3.05 pm

Charges

Aside from the 15 and 30 hours free entitlement or any additional benefit for childcare costs, the charges will be as follows:

Half day session	Full day session
£18.75	**£37.50**

Lunches

Children attending a full day session are able to have a school dinner. Children are also able to bring a packed lunch if they prefer on some or all days they are with us.

Lunch Costs:

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· **Free** for children entitled to Benefit related Early Years Pupil Premium (EYPP).
· **£2.70 per meal** for all other pre-school children.

How to Book Lunches: All lunches must be pre-booked and paid for in advance using the Arbor Parent App or website. Bookings can be made up to 6.45am on the day and you can also book several weeks in advance.

Applying for a Reception Place

Gaining a place in Pre-school is not a guarantee of a Reception place. Parents/carers will still need to go through the usual Local Authority admissions processes to gain a Reception place at Alderman Jacobs School.

Long-term Absence

We reserve the right to withdraw places if a child is absent from the setting for more than 2 weeks. This is at our discretion following consultation with Early Years Funding where appropriate.

Links to other policies:

Payment and booking policy

Statutory/Non-Statutory							
~~Created/~~**Reviewed** ~~/Updated~~		**Ratified**		**Review Frequency**	**Next Review Date**	**Signed by**	
By	**Date**	**By**	**Date**			**Head**	**Chair**
Sarah Holdsworth	Spring 2026	Board of Trustees	11 May 2026	3 Years	Spring 2029		*N Baker*

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