



ALDERMAN JACOBS PRIMARY SCHOOL (ACADEMY TRUST)

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
- Explain how to appeal against a decision not to offer your child a place

Legislation and Guidance

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

Roles and Responsibilities

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

Definitions

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.

Provision and Application

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.

When a parent/carer communicates an interest in applying for a place at Alderman Jacobs Pre-school they are required to complete a Pre-school application pack, including an application form, Count Me In funding form, signed 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.

Catchment

Alderman Jacobs Pre-school serves the catchment area of Whittlesey, Kings Dyke as far west as Horsey Toll, Pondersbridge as far south and including Oilmills Road, Whittlesey town and the area of the parish as far east as including 311 Eastrea Road and Lattersley Hill Farm but also welcomes applicants from a wider area if spaces are available. The Governing Body of Alderman Jacobs School is the admission authority for the pre-school. This means that the Governing Body sets and applies the admissions policy for the pre-school.

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 according to the following criteria:

1. Children in care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a residence, or care arrangements order or special guardianship order
2. Children with a serious or life-threatening medical condition; or children where there are sensitive and/or serious individual and/or family circumstances; which in any such case makes attendance at this school essential (See Note 1)
3. Children of staff employed by the Academy Trust of Alderman Jacobs School and Alderman Jacobs Pre-school, subject to the conditions in note 2
4. Children who reside in the Whittlesey catchment area and who have a sibling attending the school at time of admission

5. Children who reside in the Whittlesey catchment area but do not have a sibling attending the school at the time of admission.
6. Children who reside outside the Whittlesey catchment area with a sibling already attending Alderman Jacobs School
7. Children who reside outside the Whittlesey catchment area but do not have a sibling attending the school at the time of admission
8. Discretion of the school taking into consideration SEN needs and a child's N1 or N2 status.

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 SEN 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 and constraints of the setting.

The final two full-time spaces will be reserved for those parents requiring a full-time space for their child and will not be allocated as separate sessions. These spaces will be held until the end of Autumn Term 1 of the starting year.

Notes

1. If an application is made on medical or other grounds as specified in criterion 2 of the admissions policy:
 - If, at the time of application, a child has a serious or life-threatening medical condition which the parent considers makes attendance at this school essential, this must be stated on the application form and will only be considered if substantive medical evidence is attached. Please note: a letter from a GP will not normally be deemed as sufficient medical evidence. The Directors reserve the right to consult with their own or Local Authority medical advisors.
 - If there are sensitive and/or serious individual and/or family circumstances which the parent considers makes attendance at this school essential, these must be stated on the application form. Substantive evidence will need to be provided at the time of application, such as a report from a support service.
2. There are two possible conditions.
 - A member of staff is recruited to fill a vacant post for which, in the opinion of the Directors, there is a demonstrable skill shortage. Applicants who wish to apply for a place under

this criterion must complete a Supplementary Information Form relating to this criterion, obtainable from the Admissions Officer.

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 pm

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
£15.00	£30.00

Children attending a full day session will need to bring their own packed lunch.

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:

Admissions Policy

Statutory/Non-Statutory							
Created/Reviewed/Updated		Ratified		Review Frequency	Next Review Date	Signed by	
By	Date	By	Date			Head	Chair
Sarah Holdsworth	Spring 2022	Full Governing Body	23 March 2022	3 Years	Spring 2025	<i>Cathy Carlisle</i>	<i>Willend</i>

