

Templefield Lower School

Windmill Pre-School Admissions Policy



Templefield Lower School

Admissions to Windmill Pre-School are managed by Templefield Lower School and not the Local Authority.

Aims

Our aims are:

- To ensure access and entitlement to the benefits of high quality child centred education on a fair and equitable basis.
- To establish an admissions policy governed by clearly defined criteria that may be advertised to parents and other professionals.
- To ensure, as far as possible, that all children who gain a place will fully benefit from high quality child centre education and that we make the very best use of our resources.
- To provide high quality child centred education to children and families in our local community.

Admission to Pre-School

The Pre-School at Templefield Lower School offers 120 sessions per week based on 2 sessions per day: 24 children in the morning and 24 in the afternoon.

Sessions	Timings	Maximum sessions
Full Day	9:00am – 3:30pm	This varies from 1:13 to 1:8 to 1:4 depending on the qualifications of the staff in that session and the age of the children. A qualified teacher is in charge of Pre-School and the Early Years Foundation Stage Leader overseas and monitors the provision.
Morning	9:00am – 12:00pm	
Lunch (hot dinner can be provided)	12:00pm – 1:00pm	
Afternoon	12:30pm – 3:30pm	

The government funds all 3 and 4 year olds for 15 hours of free education a week, as well as some eligible 2 year olds. Please click [here](#) for more information on free education for 2 year olds. In addition, working parents may qualify for an additional 15 hours giving them a total of 30 funded hours per week. Please click [here](#) for the more information about the 30 hours funding.

There are currently three intakes a year into Pre-School – September, January and April – and admissions vary each term depending on the number of children in each intake. Parents are able to express a preference about which sessions they would like to book, however the allocation of places is influenced by the availability of sessions and adult to pupil ratios. We ask that parents enrol their child for a minimum of 2 sessions a week (i.e. 6 hours) to ensure continuity in education for the child. Less than this can be considered on an individual basis and through discussion with the family.

Where parents wish to book additional sessions within their funded hours entitlement, these changes will only be able to take place from the beginning of the following term. This is to ensure the Pre-School receives the funding needed for these sessions. If parents wish to book additional sessions beyond their funded hours, and spaces are available, they are able to pay for extra sessions and will be charged accordingly. Please see the school website for the cost of these sessions. Paid sessions will be invoiced half a term in advance and payment must be made by the end of the first week. If payment is not made by this date, your child will lose their non-funded sessions.

Although Windmill Pre-School is part of Templefield Lower School, attendance at the Pre-School does not guarantee future admission to Reception at Templefield Lower School. To gain admission to the main school, parents must apply to the Local Authority through the Starting School Admissions Process.

Application process

Parents may register their interest in a place at the Pre-School at any time. An application form needs to be completed and a birth certificate and proof of address is required to register your child. Application forms can be obtained from the school office or downloaded from the school website.

Upon receipt of your application you will receive an email acknowledged – this is not an acceptance of a place in the Pre-School. Confirmation in writing of your child's place will be sent in the half term before your child is due to start. For example, if your child starts in January, notification will be sent after October half term.

Oversubscription Criteria

In the event of there being more applications than there are places available, the Pre-School will apply the following criteria in the priority order listed. In the definitions below, the catchment area is the same as Templefield Lower School's catchment area.

1. All looked after children and all previously looked after children, including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted **(See definition)**
2. Children of staff **(See definition)**
3. Children living in the catchment area with siblings at the school **(See definition)**
4. Children living in the catchment area **(See definition)**
5. Children living outside the catchment area with siblings at the school **(See definition)**
6. Any other children **(See definition)**

Waiting List

Where the above oversubscription criteria has been applied, children who are not offered a place will be added to the waiting list. When a place becomes available, it will be offered in accordance with the above criteria and not by date of application.

Transition into Pre-School

In the half term before the child is due to start, parents will be invited to attend an information meeting. This is an opportunity to meet the staff and find out about the curriculum and daily routines. Children are invited to come in for a 'stay and play' session with their parents before staying on their own for a morning or afternoon.

Before the children start, the key worker will meet with parents to gain an understanding of each child. All new starters have a staggered entry into Pre-School to help them settle in. Children who have severe allergies which require a care plan, cannot start until the relevant documentation, training and medical equipment has been received by the Pre-School.

Transition into Reception

In accordance with the Local Authority's application process, children start school in Reception in the school year in which they turn 5 years old. Children who start in Pre-School have no guarantee of a place in Reception at the start of the school year in which they turn 5 years old. In accordance with the Local Authority admissions arrangements, parents must make a formal application for a place to Central Bedfordshire Council through the Starting School Admissions Process.

The Pre-School staff liaise closely with colleagues in Reception to plan for a smooth transition to their chosen or allocated school. Discussions take place with the child's key worker about individual needs and staged of development, and reports and other agreed records are sent to the school.

Leavers during the year

If a child is withdrawn from Pre-School part-way through the year, a minimum of 4 weeks' notice must be given, where possible. The place will be offered to a child on the waiting list of a child and will not be held open. If parents later wish for their child to return to the Pre-School then they will have to re-apply for a place on the waiting list and the application will be considered according to the admissions criteria along with all other applications, unless there are special circumstances. The fact that a child has previously attended Pre-School will in no way influence the offer of a place.

Appeals process

There is no statutory right of appeal against a decision with regard to admissions to Pre-School. If your child is not offered a place, the school will usually keep a waiting list and will advise you should a place become available. Parents wishing to object to a decision concerning their application should in the first instance raise their concerns with the headteacher.

Definitions

Pupils with an Education, Health and Care Plan

In accordance with the Education Act 1996 and Children and Families Act 2014, children with an Education, Health and Care Plan (EHCP) are required to be admitted to the setting named in the EHCP and will be allocated a place ahead of those without an EHCP in the allocation process.

Thereafter the admissions criteria for the setting will apply to those children without an EHCP. After allocations have been made, if an application is made late or is received as part of the in-year process, pupils who have an EHCP are required to be admitted to the setting which is named on the EHCP, even if the setting is full.

'Looked after' children

A 'looked after' child is a child in the care of a Local Authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

Previously 'looked after' children

A previously 'looked after' child is a child who was 'looked after' but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.

Children who appear to the Local Authority to have been in state care outside of England and have ceased to be in state care as a result of being adopted

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society.

Catchment area

A catchment area is a geographical area from which children are given priority for admission to the particular setting. Please see www.centralbedfordshire.gov.uk/admissions for more information on school catchment areas.

Sibling

A sibling refers to a brother or sister, half brother or sister, step brother or sister, adopted brother or sister or fostered brother or sister where foster care has been arranged by a Local Authority or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the Pre-School or main school at the time of application and be likely to remain there at the proposed date of admission. In the scenario where one twin or a child from multiple birth has an EHCP, the other twin or children from multiple birth will be considered as a sibling once the setting named on the EHCP has been finalised.

Any other children

Pupils who do not meet any of the higher criteria will be prioritised by the distance with those living closer to the setting receiving the higher priority.

Children of staff

Permanent full or part-time staff who have either been employed at the school for two or more years at the time of application or recruited to fill a vacant post where there was a demonstrable skill shortage. The relationship to the child is defined as by blood or adoption or with legal parental responsibility and living with the child in the same house Monday to Friday.