



Rackheath Primary School

Admissions Policy

2019/20

ADMISSIONS TO RACKHEATH BOMBERS PRE-SCHOOL

Rackheath Bombers Pre-school welcomes families and carers from all cultural, ethnic, social and religious groups, with and without disabilities.

Our group aims to provide a wide range of toys and equipment, offering each individual child the best possible chance to learn and develop through play. Where there are disabilities or special needs every effort will be made to accommodate these needs to make children's time with us as rewarding as possible. (please see 'SEND' (Special Educational Needs and Disabilities) policy. We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. The admissions policy is available via our website or on request.

Pre-school is registered to accept a maximum of 26 children, however numbers will be kept just below this in order to accommodate emergency admissions. A waiting list is operated in order of date of birth with the elder child taking priority and also in terms of proximity to school see criteria below.

The admissions policy is available via our website or on request.

If there are more applications for places than there are places available, the school will give preference to children living **nearest** the school according to the following criteria in this order of priority:

1. Children with a statement of Special Educational Needs or an Education Health Care Plan naming the school.
2. Children who are looked after by the LA or a child adopted from care and previously looked after.
3. Children who live within the designated area and have a brother or sister attending the school at the time of their admission.
4. Children who live within the designated area and have no brother or sister attending the school.
5. Children who live outside the designated area and have a brother or sister attending the school at the time of their admission.
6. Children living outside of the designated area and have no brother or sister attending the school.

Admission into the pre-school will not constitute an admission into school and confers no right to such a place. This will be made clear in all the information provided for parents regarding admission into the pre-school.

Session Fees and Funding

The preschool is open from 8:50am - 11:50am for a morning session or 8:50am - 2:50pm for a full day. A maximum of two sites only may be accessed in any one day. Fees for the sessions are set by the school at £13.00 per session. Invoices are issued on a half termly basis and are for a half term in advance.

Early Education is offered to families 39 weeks of the year (term time only). Funded hours can be claimed for 15 hours per week, subject to availability. A child who is eligible for 2 year funding would be offered Monday - Friday mornings 8:50am - 11:50am, 3 & 4 year old funded children will be offered a range of sessions between Monday and Friday to include mornings, afternoons or all day depending on availability.

Children can be accepted at pre-school from age 2 years, and will be offered a Tuesday morning or a Thursday morning subject to availability. In the term of their third birthday this may increase to three sessions per week subject to availability. We will accept a maximum of four funded two year old children at other sessions depending on the needs of the child and provided vacancies exist and staffing levels will not be compromised regarding adult: child ratios. All children become eligible for early education funding the term following their third birthday. Once funded, children may attend more sessions if sufficient vacancies exist. Depending on availability and viability, every effort will be made to help meet the needs of children and families. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

Prior to their joining pre-school each child and their parents / carers are invited to visit pre-school. An appointment is also made for the key person to meet with parents / carers, either at the end of the visit or in the child's home, whichever the family prefers. Any questions or queries can then be discussed and the necessary paperwork explained and completed.

Each new family will be asked to provide evidence of their child's date of birth, to confirm they have reached the eligible age of free entitlement, however a copy will not be retained but could be requested at a later date.

When a child starts pre-school their parents / carers are expected to stay with their child or to be on pre-school premises for their first session and may stay as long as necessary to settle them into the group. Pre-school has a number of strategies that have been successfully used to help children separate happily from their parents / carers, e.g.

- . key person
- . early return of parents/carers
- . gradually increasing the length of time that parents / carers are absent

As we are a sessional setting, maximum attendance in any one day would be six hours, there is no minimum attendance required however we are subject to the requirements of registration of the Ofsted Early Years Register.

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The Local Education Authority assumes responsibility for the admission of children to the School. All admissions are managed by Norfolk Children's Services through the admissions team.

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Admission Policy Age 4+ onwards.

- By law children must start statutory education full time at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory school age, parents may defer their child's entry into school until later in that academic year.

Admission to School 4+ (Class R)

- Children starting school will be 'phased' in at the start of the term. Children will be admitted for two weeks part time from September. After two weeks part time they will be able to attend full time.

Admission into Reception

Parents of children due to start in the next academic year will be contacted by Norfolk County Council in September and parents should submit their application expressing their preference strictly by the closing date in the middle of January. If you do not receive an application letter you can speak to the school, your pre-school provider or the local authority directly.

`In Year` Admissions

If your child is already at school but you wish to move them to Rackheath this must be done through submitting an in-year admission form to Norfolk County Council. Forms can be obtained from the school, Norfolk County Council Admissions department or can be downloaded from the School Admissions section of the Norfolk County Council website. We would, of course, encourage you and your child to come and view the school before making your decision. Please telephone the school and arrange to speak to the headteacher.

If there are more applicants than places for either of the above admissions processes then the school follows the Local Authority's standard policy on admissions which states that:

"If there are more applications for places than there are places available, we will give preference to children living nearest to the school, according to the following rules in this order of priority:

1. Children with a statement of Special Educational Needs or an Education Health Care Plan naming the school.
2. Children who are looked after by the LA or a child adopted from care and previously looked after.
3. Children who live within the designated area and have a brother or sister attending the school at the time of their admission.
4. Children who live within the designated area and have no brother or sister attending the school.
5. Children who live outside the designated area and have a brother or sister attending the school at the time of their admission.
6. Children living outside of the designated area and have no brother or sister attending the school.

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight line "crow fly" basis, using Ordnance Survey data. The address will be measured from the post office address point on the property. If following the application of admission rules and distance, two applicants cannot be separated for a final place at a school the authority will use random allocation to determine the priority for the remaining place."

Attendance at our adjoining pre-school does not guarantee your child a place at our Primary School.

Date for Review: Autumn 2020