



# School Policy Document

**Title:** Admissions Policy (Green Lane Pre-School)

**Purpose:** To provide Information regarding admissions procedure to Pre-School

**Lead Role Responsibility:** Head Teacher

**Governing Body Team or Head Teacher Responsibility:** Full Governing Body

**Reference and Source Documents:**

Local Authority Determined Admission Arrangements (Worcestershire Children First) 2024  
Statutory Framework for the Early Years Foundation Stage

**Approved by Leadership:** 12.09.2024

**Approved by Governing Body:** 16.09.2024

**Reviewing Cycle:** Annually

**Next Review Due:** End of September 2025

## **BACKGROUND:**

Green Lane Pre-School is an Ofsted registered provider of childcare.

Registration Number: RP53490

Setting Reference Number: EY501404

St. Barnabas C.E Primary School, as the registered provider of childcare on non-domestic premises, is responsible for complying with the requirements for the Early Years Register set out in the Statutory Framework for the Early Years Foundation Stage.

This includes a requirement to give parents information about their provision.

## **GREEN LANE PRE-SCHOOL**

**Green Lane  
Worcester  
WR3 8NZ**

**Tel: 01905 22766**

**Email [office@st-barnabas-primary.worcs.sch.uk](mailto:office@st-barnabas-primary.worcs.sch.uk)**

## **ADMISSION TO PRE- SCHOOL:**

The Pre-School operates on a term time basis only and these dates are published on the St. Barnabas CE Primary School website.

There are ten sessions available per week, two sessions per day with the option and availability to stay for lunch.

We also offer a breakfast club and after school care for our Early Years children. These sessions must be booked in advance. Holiday Care is available at the main school for Pre-School children due to start school the following year for one week during Easter and two weeks during summer.

## **ADMISSION TO PRIMARY SCHOOL:**

All parents and carers must be made aware that a place in pre-school does not guarantee a place in St. Barnabas CE Primary School and that they must still go through the Worcestershire Children First admissions procedure before the deadline of January 15<sup>th</sup> 2024 and prior to their child reaching school age to enter Reception.

**Parents/carers must apply separately and on-line for their child to go to any primary school. Parents/carers must receive an email confirmation of their school application.**

<https://www.worcestershire.gov.uk/schools>

**The helpline for Pupil Admissions is 01905 822700**

All Primary school admissions are managed by the Local Authority apart from the named schools on their website who manage their own.

**It is a parent's responsibility to ensure they apply for a school place at the relevant time and by 15<sup>th</sup> January 2025 for a school place starting in September 2025.**

## **ADMISSION TO GREEN LANE PRE-SCHOOL:**

Parents and carers may contact the main school office via email, phone or in person to express an interest in a Pre-School place.

Application for a place is made in writing by completing an application form, available on the school website or via the school office.

Any written (email) enquiries will be acknowledged in writing.

The Early Years leader will contact parents/carers to discuss session requests and discuss any specific information, such as medical, toileting, speech or dietary needs and to arrange a visit or settling in session. A member of staff will conduct a home visit if requested.

Our Pre-School is accessible to all children regardless of gender, race, language, culture, disability or learning difficulties.

Visits to the setting are always welcome by prior appointment. The Pre-School is part of, and run by, St Barnabas C.E. Primary School. However, admission to Green Lane Pre-School does not give you automatic admission to St Barnabas School.

### **Registration:**

Most children start Pre-School the term after their 3<sup>rd</sup> birthday. There are limited places available for two year olds.

The registration form with parent and child data and information must be completed in full by the parent or carer before any child starts in the setting however, a visit with parents or carers is welcomed before registration is completed.

The setting will not exceed the agreed number of pupil places at any one time, or the ratio of staff to children.

Parents and carers will be informed verbally and, confirmed in writing that the registration has been successful and the induction or start date will be included.

### **Entitlement:**

All children from 3 years old have an entitlement to a maximum of 15 hours per week free early years education over a minimum of 38 weeks (570 hours per annum maximum). This entitlement can be accessed flexibly across a range of providers with Green Lane Pre-School offering all or some of the free entitlement.

Some children may be entitled to up to 15 hours funded early years education from 2 years old.

Some children may be entitled to up to 30 hours funded early years education from 3 years old. The setting offers a limited number of 30 hours funded places, currently 8 in total.

There is no catchment area for Green Lane Pre-School.

## Pre-School Admissions and Oversubscription

Where there are more applications than places the following criteria will be used to decide which children are offered a place:

1. Children who have turned 3 by August 31<sup>st</sup> for a September start
2. Children Looked After (as defined in the Education Act 2002 – Admissions).
3. Children with a specific educational and/or social or medical need as referred by a professional (e.g. social worker, speech therapist, paediatrician etc.)
4. Children of members of staff.
5. Those children who live in the catchment area of St. Barnabas CE Primary School who will have a sibling attending at the time of the applicant's proposed admission (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit).
6. Distance - Children who live nearest to St. Barnabas CE Primary School calculated in a direct straight line from the child's permanent place of residence to the school.

In accordance with legislation, a child with an Education, Health and Care Plan will be offered a place at the Pre-School named in the Plan, this will be prior to the allocation of any other places, wherever possible, and could reduce the number of places available.

***Priority will be given to those wishing to access full time provision (15 hours), over those wishing to access less than 15 hours provision.***

The Headteacher's decision is final.

### **Additional Hours or Changes to Agreed Hours:**

Additional hours may be requested over and above the 15 hour entitlement. These hours will need to be paid for in advance of receiving the child care.

Changes to existing hours can be made in writing (email or written letter/note) following discussion with the Pre-School Leader and by contacting the Early Years Leader, Mrs Beesley via the school office [office@st-barnabas-primary.worcs.sch.uk](mailto:office@st-barnabas-primary.worcs.sch.uk) or 01905 22766. We are flexible wherever possible but cannot guarantee changes to agreed sessions, especially at short notice.

### **Equality of Opportunity:**

Equality of opportunity requires that everyone has an equal chance to develop themselves to their full potential and be safe and free from harm or harassment. The Early Years Foundation Stage states that "children should be treated fairly regardless of race, religion or abilities". It includes:

- equality of access for all
- social inclusion for all
- life choices are widened, not restricted
- talents are fostered, not suppressed
- no one experiences disadvantage or discrimination in any form

Green Lane Pre-School admits pupils with additional needs and ensures that the setting makes suitable and reasonable adjustments to meet the needs of individual children.

Where necessary an additional multi-agency meeting and health care training may be needed before a child with additional health, physical, emotional or learning needs is admitted to the setting to ensure the child's safety and well-being. This is at the Head Teacher's discretion or parental request and following medical or specialist advice.

Senior leaders and the Pre-School staff team work collaboratively with other agencies including the pre-school forum and early years SEND specialist teams as directed by the Local Authority to ensure the best care and provision wherever possible for any pre-school age child with identified additional needs.