



# South Marston Pre-School Admission Arrangements 2019-2020

## 1. Introduction

Diocese of Bristol Academies Trust (DBAT) is the admitting authority for South Marston Pre-School and is responsible for the pre-school's admission policy and arrangements.

## 2. Admission Criteria

- Children starting at age 3 years and over
- Maximum children in one session : 15
- Sessions offered : All day Mon – Fri 8.45 – 3.15 , Morning sessions Mon –Fri 8.45 – 11.45, Afternoon sessions Mon –Fri 12.15 - 3.15, Wrap around care Mon – Fri 11.45 – 12.15 / 2.45 – 3.15
- Fees are payable termly. Extra hours have to be paid immediately.
- Application should be made directly with pre-school and staff need to see child's birth certificate/passport before application can be registered.
- We will contact you in the term before your child is due to start and confirm in this term if your sessions have been successful.
- We will accept all children who apply if we have places available.
- **Please note: A place in pre-school does not guarantee a place in the school's Reception class, and a separate application must be made for Reception admission.**

## 3. Oversubscription Criteria

If there are more applications than there are places at the pre-school, then the oversubscription criteria will be applied as follows:

**A child who has a statement of special educational needs or Education, Health and Care Plan (EHCP) is required to be admitted to the pre-school named on the child's statement.**

A	A looked after child or previously looked after child. <i>Previously looked after children are 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.</i>
B	Any child who has a sibling attending South Marston CE Primary School/Pre-School at the same time as he or she is due to be admitted;
C	Children who are already in our provision and wish to extend their hours with us
D	Date of birth - (oldest to youngest)

### Decider

In all cases where the pre-school is oversubscribed, distance will be used as a tiebreaker, and will be determined from the applicant's home address to the school. The distance between the applicant's home address and the school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the pre-school, with those living closest to the school receiving higher priority. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

### Definitions and Details

#### **Children with statements of special educational needs or Education, Health and Care Plan**

Pupils with a statement of special educational needs or Education, Health and Care Plan at the time of allocation are required to be admitted to the school named on their statement or plan. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy ceases to apply.

#### **Looked After Child**

A 'Looked After Child' is a child who is:

- (a) in the care of a local authority, or
- (b) is being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.

This also applies to a 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided and the LA reserve the right to ask the parent to provide this.

A 'previously looked after child' is a child who:

- (a) ceased to be looked after because they were adopted (under the terms of the Adoption and Children Act 2002 Section 46 (adoption orders)), or
- (b) became subject to a child arrangements order (under the terms of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian (or special guardians)).

#### **Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

## **4. Other Definitions**

### **Address**

#### Home address

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. The pre-school will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the pre-school will consider the home address to be with the parent with primary day to day care and control of the child.

In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. If the Child Benefit letter is not available, a copy of the most recent bank statement where the Child Benefit is credited may be taken as residency, or the address stated on the NHS Medical Card of the child. Any other evidence provided by parents will also be considered by the Admissions Manager in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement but where they do not, the school will determine the home address.

### **Application Form**

An application for a place at the pre-school for must be made using the printed application form (available within pre-school) or online via pre-school website.

### **Parent/Carer**

This is defined as a person with parental responsibility (PR) or legal residency of the child. This could include a person who is not a parent but who has a Court Order giving parental responsibility to them. An application will only be considered if made by a person who has PR.

### **Appeals procedure**

As pre-school provision is non-statutory, the pre-school's decision will be final. There is no formal right of appeal. However, the Governing board can consider any concerns by parents regarding the allocation of places. If they agree that a child should have been offered a place then the child should be offered the next available place.

If a child is refused a place they will be placed on a waiting list. The list is held in order of the oversubscription criteria and therefore may change.