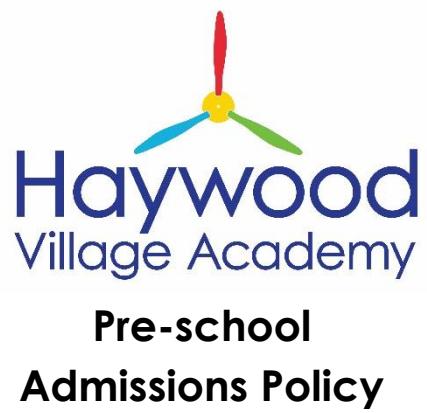


**Cabot
Learning
Federation**



Academy Name: Haywood Village Academy

Implementation Date: December 2019

History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
5/3/2020	5	Change of terminology. Change from "registration fee" to "administration fee".	Change due to query from parent.

1.0 Purpose

- 1.1 The purpose of this policy is to make the admissions process to Haywood Village Academy's Pre-school clear and open.
- 1.2 The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles expressed in the School Admissions Code [DfE December 2014].
- 1.3 The Pre-school is a non-statutory phase of education.
- 1.3.1 Admission to our academy Pre-school is outside of the statutory framework for admissions in academies.
- 1.3.2 North Somerset Council is not the admissions authority for our Pre-school classes.
- 1.3.3 Our Pre-school is not encompassed by the academy's Admissions Policy.
- 1.3.4 There is no statutory framework for appeals against an admission decision.
- 1.3.5 The responsibility for agreeing and implementing an admissions policy for our academy Pre-school lies with the individual academy: Haywood Village Academy.

2.0 Age of admission

- 2.1 Children will be admitted in the term after their 3rd birthday in term 1 (September), term 3 (January) or term 5 (April).
- 2.2 Admission will be at the start of each term to allow for an appropriate settling in process.

3.0 Application process

- 3.1 Parents requiring a place for their child should complete the Pre-school Application Form and the Pre-school Parent Declaration Form. Parents also need to provide a copy of their child's **passport or birth certificate**, or bring this documentation to school where office staff will take a copy on their behalf.
- 3.2 Pre-school application forms will be available to any parent on request.
- 3.3 Decisions about admissions will be taken by the Principal and/or the Early Years Leader each term.
- 3.4 Parents will be informed of the outcome of their application in the term prior to being admitted.
- 3.5 It should be noted that admission to the academy Pre-school class **does NOT** constitute admission to Haywood Village Academy, nor does attendance at the Pre-school give priority to admission to the academy.
- 3.6 The school *will* maintain a waiting list for pupils who require a Pre-school place during the academic year who have submitted an application prior to the start of the academic year.
- 3.7 Places will be allocated on a 'first come first served' basis subject to the over-subscription criteria (see section 4.0 below).

4.0 Over-subscription criteria / waiting list

- 4.1 The over-subscription criteria listed below is based upon the criteria used for determining admission to the academy's Pre-school only and is in priority order. This will only be used if the Pre-school is full.
 - 4.1.1 a) Children currently 'on roll' within the Pre-school setting are given priority to extend their hours, paid or otherwise.
 - 4.1.2 b) Looked After Children at the time of application and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after.

- 4.1.3 c) Children with a sibling who will be attending the school at the time of admission.
 - 4.1.4 d) Children living within Haywood Village.
 - 4.1.5 e) Children living closest to the school. The distances will be measured in a direct line between the midpoint of the child's home and the main entrance marker for the school.
 - 4.1.6 Notes to the over-subscription criteria are set out in Annex A, including a map of Haywood Village.
- 4.2 The school will maintain a waiting list. This waiting list will open and close periodically. Notice of this will be given on the website.

5.0 Attendance

- 5.1 Regular attendance is required to maintain a place in the Pre-school. If there is an issue with attendance, we liaise closely with Health Visitors or Social Workers as appropriate to address any concerns.
- 5.2 As funding is received from the local authority, it is necessary for children to maintain attendance to receive funding. Therefore, should there be a 3-week period of non-attendance, we reserve the right to release the place and offer it to another child.

6.0 Home address

- 6.1 A child cared for by a relative or registered childminder will be admitted on the basis of the carer's home address. However, it must be noted that for admission to the academy the address used must be the child's normal place of residence.

7.0 Appeals process

- 7.1 There is no statutory right of appeal against a decision with regard to admission to the Pre-school. Parents wishing to object to a decision concerning their application should in the first instance put their concerns to the Principal.

8.0 Admission waiting list & pupil numbers

- 8.1 Where Haywood Village Academy's Pre-school is full and over-subscribed, a waiting list will be maintained for any vacancies which subsequently occur in the Academy's Pre-school classes.
- 8.2 The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. If a number of applications meet the identical admissions criteria, then places will be allocated on a 'first come first served' basis according to the date of receipt of the admissions form.
- 8.3 The maximum number of pupils able to attend the Pre-school classes at any one time will be 52. Therefore, the number of pupils able to access the provision may well be a lot higher than 52, but cannot exceed 52 children presently in the Pre-school.
- 8.4 The Academy reserves the right to not offer up to 52 children at any one time as we may have legitimate reasons in the best interests of pupils' education and welfare.

9.0 Admission of children who are not toilet trained

- 9.1 No child who has been allocated a place according to this Pre-school Admissions Policy will be refused admission on the grounds that he/she is not toilet trained. Being toilet trained is not used as part of the criteria for allocating a place.
- 9.2 However, if any child who has been allocated a place is not toilet trained, we would strongly encourage the parent to work in partnership with the Pre-school team to implement a plan to ensure the child's toilet training is achieved as soon as possible, and may consider negotiating a delayed start date in agreement with the parent and working in partnership with the parent/carer and child's Health Visitor to implement a plan to ensure the child's toilet training is achieved as soon as possible.
- 9.3 During parents'/carers' introductory visits to the Pre-school, any difficulties are discussed with the parent/carer in an attempt to resolve these difficulties prior to the planned date of the child's admission to the Pre-school.

10.0 Meals

- 10.1 Children attending the Pre-school for a whole day need to be provided with a hot meal, which the parent pays for (£2.30 per day), or provided with a healthy packed lunch.
- 10.2 School meals take place at 11:30am each day.

11.0 Pre-school class timings

- 11.1 The morning session is between 08:50 am and 11:50am.
- 11.2 The afternoon session is between 12:20 pm and 3:20 pm
- 11.3 A full day at the Pre-school is between 8:50 am and 3:20 pm.
- 11.4 A full day's Pre-school hours will only be viewed as 6 hours both in terms of a chargeable rate and/or the government's allocated childcare hours.

12.0 Payment

- 12.1 Parents will be invoiced an administration fee of **£10** for their child, after their child's start date. We will take payment through our online payment system, Tucasi.
- 12.2 Should you want to use the child care voucher system, you will need to notify us on this form or at a later date.
- 12.3 In order to qualify for your government funded hours, parents will need to undertake their own research by referring to the government and North Somerset websites:
- 12.3.1 Government: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds> and North Somerset Council: <http://nsod.n-somerset.gov.uk/kb5/northsomerset/directory/advice.page?id=hnE-DGh-14>
- 12.4 Pupils starting after their 3rd birthday, but prior to the start of Term 1,3 or 5 will have to pay for their child care as the Academy will not receive the free hours until such time.

- 12.5 The cost of the child care beyond the 15 or 30 hours will be detailed on the Academy website. Payments will be made using our online payment system, Tucasi.
- 12.6 All payments for the Pre-school will be through Tucasi's online system.
- 12.7 Payments are made prior to the end of school terms. Failure to pay the outstanding balance may result in a child 'losing' their place.

11. Policy review

- 11.1 This policy must be reviewed by June 2021.

Annex A: Notes to the over-subscription criteria are set out below:

Looked After Children* are those looked after by a Local Authority within the meaning of Section 22 of the Children Act 1989. Children previously looked after* are those who were looked after, but ceased to be so because they were adopted¹ (or became subject to a residence order² or special guardianship order³).

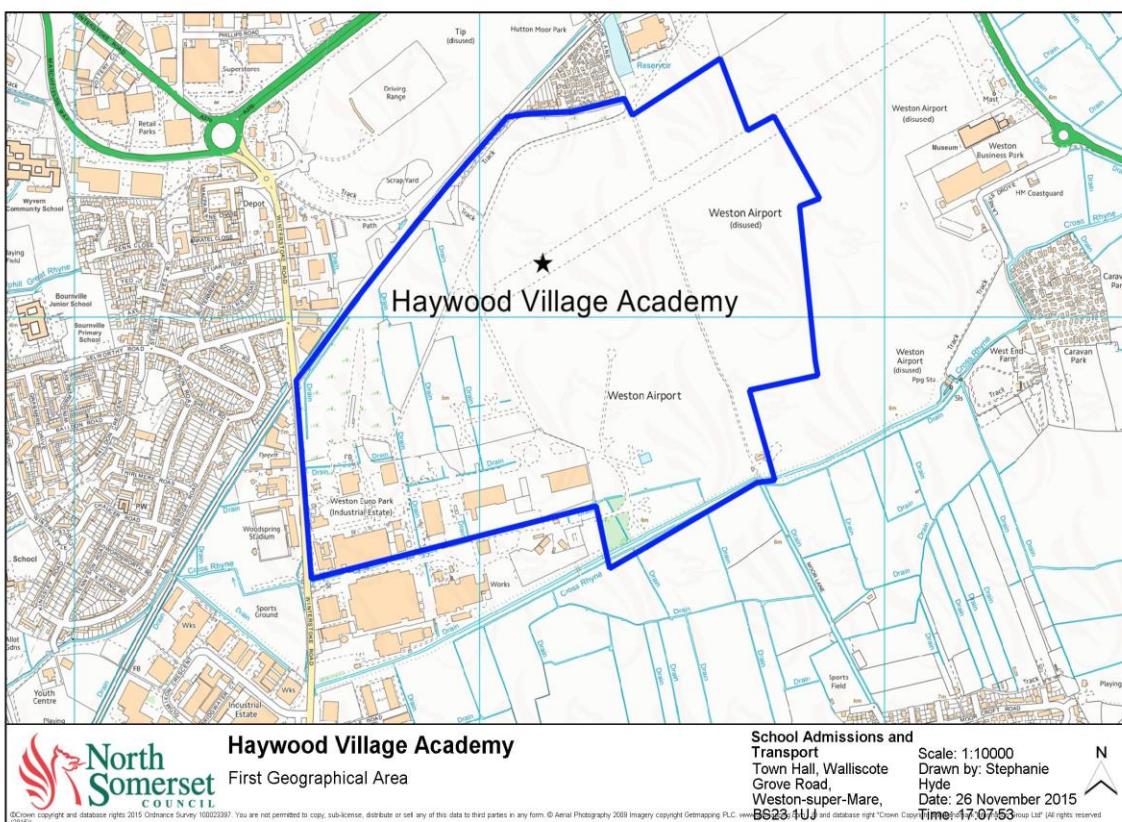
* Documentation will need to be provided to North Somerset Council as proof of care status.

1 Under the terms of the Adoption and Children Act 2002.

2 Under the terms of the Children Act 1989.

3 Section 14A of the Children Act 1989.

Haywood Village is defined as the Persimmon Homes housing development. See below map.



Siblings: Children are defined as siblings if:

- they are full or half brother or sister; or
- they are adoptive brother or sister; or
- they are children of the same household; and
- they are living at the same address for the majority of the time; and
- the older sibling is already in attendance.

Location: Distances from home to school are measured in a straight line between the midpoint of the child's home and the main entrance marker for the school.

Home address: The child's home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). Haywood Village Academy cannot accept an address of a business, relative, friend, childminder, a temporary address or an address of a house it is intended to move to. The only exceptions are for children of UK service personnel for whom special arrangements apply. Haywood Village Academy reserves the right to seek documentary evidence to support a claim of residence.

Where a child spends time with each parent/carer at two different addresses, Haywood Village Academy will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. 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. Any other evidence provided by parents/carers will also be considered in reaching a decision on the home address for admissions purposes.