

**Farndon Pre School Admission Policy**

**Updated: June 2024**

**To be reviewed: June 2026**

**Author: Andy Walker / Suzanne Knight**

Farndon Primary School

|  |  |  |  |
| --- | --- | --- | --- |
| **EQUALITY SCHEME**  **EQUALITY IMPACT ASSESSMENT FOR**  **FARNDON PRE SCHOOL ADMISSION POLICY** | | | |
| Staff / Committee involved in development: | | Health Safety Committee;  Headteacher | |
| For use by: | | Staff, Governors and Parent/Carers | |
| This policy relates to statutory guidance: | | Keeping Children Safe in Education Sept 21  EYFS Statutory guidance  Charging and Remissions policy | |
| Key related Farndon Policies: | | Charging and Remissions policy | |
| **Equality Impact Assessment:** Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach. | | | |
| **Groups:** | **Yes/ No** | | **Positive/Negative impact** |
| Disability | No | |  |
| Race | No | |  |
| Gender | No | |  |
| Age | No | |  |
| Sexual Orientation | No | |  |
| Religious and Belief | No | |  |
| Gender Reassignment | No | |  |
| Marriage & Civil Partnership | No | |  |
| Pregnancy & Maternity | No | |  |
| Other | No | |  |
| **Reviewed by** | | Leadership and Management | |
| **Agreed by** | | Full Governors | |
| **Next Policy review date** | | June 2026 | |
| A copy of this form, and any related impact assessment form or action plan must be sent to the school office | | | |

**Farndon Primary School**

**Pre School Admissions Policy**

**Farndon Pre-School Admissions Policy**

Cheshire West and Chester Borough Council is the admissions authority for community schools in its borough. Cheshire West and Chester Borough Council delegates the responsibility to administer nursery admissions to the Head Teacher of these schools. Farndon Primary School falls into this category.

There are 20 places available in both the morning and afternoon sessions in the nursery age range.

**Parents should be aware that the offer of a place in the Pre-School class does not ensure a place in the Reception class at Farndon Primary School. Normal admission procedures, as determined and managed by Cheshire West and Chester Borough Council will apply for admission into the Reception class.**

**Admission Responsibility in Farndon Primary School**

The Head Teacher will administer Pre-School admissions with the support of the Governing Body and other school staff. A member of the Governing Body, not a staff member, will work closely with the Head Teacher.

**Applications for Admission to the Foundation Unit – Nursery**

Places in the Pre School will be offered according to the published admissions criteria. Length of time on a waiting list will not be taken into account.

**Priority for admissions**

* Children in the care of Cheshire West and Chester Borough Council or any other local authority e.g. Wrexham Borough Council
* Children with exceptional medical, educational or social needs supported by written evidence from an appropriate professional e.g. school health care professional
* Children with special educational needs as determined by the Education Act 1996
* Children for whom exceptional personal/domestic circumstances whether presented by the parents/carers or otherwise justify in the Head Teacher’s view admission to nursery education at the school. Such applications may be referred by either the Head Teacher or parents to the Borough Manager with responsibility for Children and Families
* Children who have siblings in the nursery section of the Foundation Unit
* Other children living in Cheshire West and Chester
* Children living outside Cheshire West and Chester

Rising 3’s (children who will have their third birthday during the term for which their parents are applying) may be admitted to the Pre School at the Head Teacher’s discretion, subject to availability of places. Priority will be given to 3 and 4 year old children who are eligible for the free early year’s entitlement.

Any available places following the allocation of free entitlement places will be allocated on a charged for basis in accordance with the above criteria to 3 and 4 year olds whose parents wish to access additional sessions and subsequently to rising 3’s. When booking, Rising 3s have the option of flexible “taster sessions” for the first 2 weeks, but then the expectation is to book regular sessions using one of the 3 options.

**Applying for a place in the Pre School**

* Parents of nursery aged children (pupils aged three) who are seeking a place should complete an application form available from and returnable to the school
* An indication of the sessions required will form part of the application
* Help with completing the form is available from the school office
* All sections of the form must be completed
* It is the applicant’s responsibility to inform the school of any changes to their circumstances that may affect the application
* Application forms may only be updated at the request of the applicant
* The applicant may telephone the school office, e-mail the school at the admin address, write to the school secretary or personally call in to the school office to update information
* The form should then be returned to school as soon as possible. Applications can be made at any time. However applications are recommended to be submitted within the following timetable to ensure that they are considered as on-time application.

The parent/carer has to also return the Parent Contract by post, or deliver directly to the school office. The offer of a place and acceptance is time dependant, two weeks will be allowed for a response.

On accepting the place at Farndon Pre School, parents/carers are making a contractual commitment, and the school will use the acceptance of a place at the school to make a financial claim to the Local Authority.

**Applications made after these specified dates will be considered as late applications.**

The possible result of an application received after the recommended allocation dates may be that the requested sessions are full. The parent/carer will then be offered alternative sessions if they are available. Each ‘late’ eligible application will be dated and processed and places offered by date of receipt of the application. The oversubscription criteria will be applied if necessary e.g. if two applications are received on the same date.

**Prioritising in the event of oversubscription**

Farndon Pre School has adopted the following to provide clarity for parents/carers if the nursery is oversubscribed.

The priority will be the same as in the general admissions criteria at the beginning of this policy. The following factors may also be taken into consideration as possible ‘tie breakers’ if priority cannot be determined through the general admissions criteria.

* The number of sessions requested
* The age of the child
* The proximity of the child’s home to the school.

**Delivery Models for 30 hours and 15 hours funding**

At Farndon we are able to offer sessions during term time, starting at 8.45 until 3.30.

Parents have 3 options on how they would like to book their sessions.

**Option 1: 30 hours across the week: extending the school day.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AM Session**  8:45 – 11:45 | 3 hours | 3 hours | 3 hours | 3 hours | 3 hours |
| **11:45 – 12:30:** Paid for lunchtime childcare **or** child can go home for lunch for ‘non-cost’ option **or** collected earlier at 2;45pm.  £3.50 for packed lunch / £5.95 if they have a school dinner | | | | | |
| **PM Session**  12:30 – 3:30 | 3 hours | 3 hours | 3 hours | 3 hours | 3 hours |

*Lunchtime is not a condition of a child taking up a place and a parent can opt for a ‘non-cost’ option where their child is collected at 11:45 and returned for the 12:30 session.*

**Option 2: Increasing Flexibility - 15 hours across 2 ½ days**

By offering 15 hours over 2 and a half days we can offer a more usable solution for families who are using 2 providers. This allows a family to use 2 settings for their 30 hours to split the 15 hours at each across the week, rather than across the day, reducing transitions to home and setting. Parents also have the option of “**topping up**” the Wednesday session to a full day if they wish, dependant on availability.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **AM Session**  8:45 – 11:45 | 3 Hours | 3 Hours | 3 Hours | 3 Hours | 3 Hours |
| **11:45 – 12:30:** Paid for lunchtime childcare or child can go home for lunch for ‘non-cost’ option or collected earlier at 2:45pm.  Mon / Tues / Wed am: 2 / 3 Lunchtime costs  Wed pm / Thurs / Fri: 2 / 3 Lunchtime costs  £3.50 for packed lunch / £5.95 if have a school dinner | | | | | |
| **PM Session**  12:30 – 3:30 | 3 Hours | 3 Hours | 3 Hours | 3 Hours | 3 Hours |

**Option 3: Increasing Flexibility - 15 hours across morning or afternoon sessions.**

By offering 15 hours over 5 morning sessions or 5 afternoon sessions, we can offer a more usable solution for families who are using 2 providers. This allows a family to use 2 settings for their full 30 hours entitlement. Parents can choose to book the lunchtime session for an additional charge

Also, parents may wish to “**top up**” with additional sessions. For example, a parent may wish to have 5 mornings, but might also want further afternoon sessions on certain days, dependant on availability.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **AM Session**  8:45 – 11:45 | 3 Hours | 3 Hours | 3 Hours | 3 Hours | 3 Hours |
| **11:45 – 12:30:** Paid for lunchtime childcare or child can go home for lunch for ‘non-cost’ option or collected at 11:45am at the end of the morning session. | | | | | |
| **PM Session**  12:30 – 3:30 | 3 Hours | 3 Hours | 3 Hours | 3 Hours | 3 Hours |

**Additional Top Up Sessions:**

If parents wish to pay for additional top up hours, the rate that will be charged will remain at £4:50 per hour. Parents will be billed in advance each month using the online payment system. At the start of the year, the bill for September will be charged after the first week of term once the pupils are on roll.

**Sessions missed due to holiday, medical appointments or illness:**

If their child is absent for whatever reason when they are booked in for a session, parents must contact the main office and speak with the administration team – 01244 621124. Or parents may choose to leave a voice message.

If sessions are missed for any reason, the sessions will still be charged to cover the cost of staffing. Any exceptional circumstances as to why a pupil may be unable to attend and where payment will not be expected will be at the discretion of the Headteacher and the Governing Body.

 Unlocking the potential…

**Farndon Pre School Registration and Booking Form**

**Details**

Name of child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of parent/s or Carer/s with whom the child lives

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does this parent have parental responsibility? Yes/No

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does this parent have parental responsibility? Yes/No

3. Known carer/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Address - |

|  |
| --- |
| Telephone – E-mail -  Mobile - |

4. Name of parent with whom the child does not live –

5. Any previous settings attended prior to Farndon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does this parent have parental responsibility?

|  |
| --- |
| Address of this parent  Telephone – Email -  Mobile - |

**Emergency contact details**

Parent 1 – Work/day time contact number - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent 2- Work/day tine contact number - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other emergency contact number

Name - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Persons authorised to collect your child (must be over 16years of age)**

Name - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal details of your child**

|  |
| --- |
| Does your child have any dietary needs or preferences? Medical confirmation will be need before any school dinner is given.  Details - |

|  |
| --- |
| Does your child have any allergies? Yes/No Medical confirmation will be need before any school dinner is given.  Details – |

What is the main religion of your child? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which country was your child born?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while your child is in the Nursery?

What languages (s) is/are spoken at home? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If English is not the main language spoken at home, will this be your child’s first experience of being in an English speaking environment? Yes /No

If so, discuss and agree with the teacher how you will support your child when in the nursery.

Does your child have any special individual needs or a disability? Yes/No

Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What special support will he/she require in the Nursery?

Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What other information is important for us to know about your child? For example, what the like, or what fears they may have, special words they use, or what comforter they may need and when –

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of professionals involved with your child or have had previous involvement such as audiology, ENT or Speech and Language.

Name 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Role \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Role \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a Health Visitor? Yes/No

Name - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Based at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the reason for the involvement of Social Services with your family if any?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: Date:

**Farndon Pre School**

**Parental Requirements**

When would you like your child to start? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you signed an Early Years Entitlement form with any other setting?**

**Yes/No**

**If Yes which one? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of birth \_\_\_\_\_\_\_\_\_\_\_

Name(s) and address(s) of parent(s)/carer(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which sessions do you require; please tick one.

Option 1: 30 hours full time.

Option 2: 15 hours 2 ½ days: Monday / Tuesday / Wednesday morning.

Option 2: 15 hours 2 ½ days Wednesday afternoon / Thursday / Friday.

Option 3: 15 hours – all morning sessions.

Option 3: 15 hours – all afternoon sessions.

Please tick if you would like your child to attend the additional lunch

time session. *If you do not select this option, it will be assumed you are collecting your child.*

If you have selected Option 2 or Option 3, please tick if you would like any

**Top up** sessions in accordance with the options given above and reference them

below.

All sessions booked will be for at least the term. Booked sessions may be altered if necessary for the following term.