Pre-School Admissions Policy 2025

Policy details:	
Academy Name	St John's CofE Primary
Implementation	May 2025, for Sept 25 academic year
Last Reviewed	May 2025
Review Frequency	Annually, after opening.
Review Date	September 2026
Signed – Headteacher	
Signed: Chair of Governors	

History of Policy Changes

Date	Page	Change	Origin of change, e.g change in legislation
29/1/26	4	10.2 dinner time 11.45am	Change to 11.30am
29/1/26	3	5.2	Notice period
26/1/26	3	5.3	Planned Holiday

St John's CofE Primary School

1.0 Purpose

1.1 The purpose of this policy is to make the admissions process to St John's CofE Preschool clear and open.

1.2 Futura adheres to the statutory requirements and the principles expressed in the School Admissions Code [DfE December 2014].

1.3 A Preschool is a non-statutory phase of education.

1.3.1 Admission to our academy Preschool is outside of the statutory framework for admissions in academies.

1.3.2 Bath and Northeast Somerset Council is not the admissions authority for our Preschool class.

1.3.3 Our Preschool 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 Preschool lies with the individual academy: St John's CofE Primary School

2.0 Age of Admission

2.1 Children will be admitted at the beginning of September, January and April and not before the age of three years. If appropriate, a mid-term start date can be agreed, at the discretion of the Headteacher.

3.0 Application Process

3.1 Parents requiring a place for their child should complete the Pre-School Admission Form.

3.2 Preschool admission forms will be available to any parent on request.

3.3 Decisions about admissions will be taken by the Headteacher 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 Pre-School class does NOT constitute admission to St John's CofE Primary School, nor does attendance at the Pre-School give priority to admission to the School.

3.6 The school may reserve spaces 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.

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 Pre-School only and is in priority order. This will only be used if the Pre-School is full.

a) Children currently 'on roll' within the Pre-School setting are given priority to extend their hours, paid or otherwise.
b) Children with an EHCP, that names the preschool as the most appropriate facility for provision.
c) 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.
d) Children of staff at St John's CofE Primary, who will be in post at the time of admission.
e) Children whose brother or sister will be attending St John's CofE Primary at the time of admission.
f) 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. In the event of a tie within any criterion, places will be allocated to those living closest to the academy measured by the shortest walking distance route.

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 preschool. If there is an issue with attendance, we liaise closely with Health Visitors or Social Workers as appropriate to address any concerns.

5.2 **Notice Period**

If you wish to terminate your child's place at Preschool, you will need to notify the School office a minimum of one month's notice in writing**.**

5.3 **Planned Holiday**

When children take a planned absence such as a holiday, parents need to give a least one weeks notice, these sessions will still be charged for.

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 preschool. Parents wishing to object to a decision concerning their application should in the first instance put their concerns to the Headteacher.

8.0 Admission Waiting list & pupil numbers

8.1 Where St John's CofE's Preschool is full and over-subscribed, a waiting list will be maintained for any vacancies which subsequently occur in the preschool class.

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.

8.3 The maximum number of pupils able to attend per Pre-School class at any one time will be 26. Therefore, the number of pupils able to access the provision may well be a lot higher than 26 but cannot exceed 26 children in the pre-school classroom.

8.4 We reserve the right to not offer up to 26 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 preschool 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 encourage the parent to work in partnership with the preschool class team to implement a plan to ensure the child's is supported to achieve this milestone.

10.0 Meals

10.1 Children attending the preschool for a morning or whole day need to be provided with a hot meal, which the parent pays for or provided with a healthy packed lunch.

10.2 School meals take place at 11:45am each day.

11.0 Preschool class timings

11.1 The morning session is between 9am and 12pm.

11.2 The afternoon session is between 12pm and 3pm

11.3 A full day at the Preschool is between 9am and 3pm.

11.4 A full day's Preschool hours will 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 Should you want to use the childcare voucher system, you will need to notify us on application or at a later date.

12.2 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: https://www.gov.uk/help-with-childcare-costs/freechildcare-and-education-for-2-to-4-year-olds
and BANES Council:
Early Years & Childcare

12.3 The cost of the childcare beyond the 15 or 30 hours will be detailed on the Academy website. Payments will be made using our online payment system.

12.4 All payments for the Preschool will be through our online system.

12.5 Payments are made in advance of the school terms. Any changes or additional sessions will appear in arrears on the next invoice.

12.6 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 September 2025.

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 adopted[1] (or became subject to a residence order[2] or special guardianship order[3]). * Documentation will need to be provided to Bath and Northeast 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.

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

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). St John's CofE Primary School 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. St John's CofE Primary School 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, St John's CofE Primary School 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.