

Holt House  
Infant School  
and Pre-School

**Pre-School Admission Policy**

Children can be admitted to pre-school at the start of the term following their third birthday if places are available. Attendance will usually be on a part time basis, mornings or afternoons, but full-time places are available. There is a charge for lunchtime supervision for children who attend for full-days. Lunches can be brought from home or purchased from school at an additional cost.

Pre-school operates during term times only. Extra hours, over and above the 15 hour per week entitlement, will be charged for, plus a charge for any lunchtime supervision. Fees will be payable at the end of each month at a rate agreed by the governing body.

Admission to the pre-school class does not constitute a promise of a place in Holt House Infant School nor does it preclude the admission of a child to any other Infant or Primary school in the area.

The Head teacher will keep an application list of pupils seeking admission. Inclusion of a child's name on the list does not constitute a promise of a place. An application form for a pre-school place in the September intake should be completed by parents and submitted to the Head teacher **by 15<sup>th</sup> January** which precedes the academic year in which the child will have his or her fourth birthday. Applications received after this date will be considered once the first application round is completed and places have been allocated

Allocations will be made to children who are 3 years old by 1<sup>st</sup> September and notifications within 10 working days. Where places are available, further applications will be considered using applications received by 30<sup>th</sup> September. Children who will be 3 years old on January 1<sup>st</sup> will then be considered if any places remain unfilled after the September intake. These parents will be sent notification by the final week of the first autumn half term.

### **Oversubscription**

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

1. "Looked after" children (as defined in the Education Act 2002 – Admissions)
2. Those children who live in the catchment area of this school who will have a sibling attending Holt House Infant or Carterknowle Junior Schools 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)
3. Those children who live in the catchment area of the requested school.
4. Children who live outside the catchment of the requested school, with a sibling attending this school at the time of the applicant' proposed admission
5. Children who live nearest to this school calculated in a direct straight line from the child's permanent place of residence to the school.

If there are more applicants than can be accommodated at a school in criteria 1 to 4, places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in our main school admissions policy.

Application for part time places (free entitlement) will be allocated before consideration is given to the allocation of full time places to comply with the Government's Code of Practice.

### **Determining choice of morning or afternoon place**

Parents who want a part time place are asked to state a preference for morning or afternoon. The school may need to take account of the balance between morning and afternoon places, however, so it may not be possible to fulfill all parents' requests.

### **Informing Parents regarding applications**

When a place is available the school will inform applicants no later than the term before the child would start at pre-school.

If demand is very high, applicants may be unsuccessful and they will be informed of this in the term before their child would have entered the pre-school. They will then have the option of being placed on a waiting list.

Parents/carers will need to accept the place in writing, on the reply form provided.

### **Attendance at the Pre-school Class**

Parents/carers will be visited at home by staff and required to bring their child for a visit to the pre-school prior to the child starting, to meet staff and familiarise themselves with their new surroundings.

There will be a staggered admission of new children – not all new children will start on the same day. A small number of children will be admitted on the same session.

Since places in Pre-school are limited, parents/carers are advised that a poor record of attendance without good cause, may lead to their child's place being given to someone else. If a child has to be absent for more than ten continuous school days without good cause they will be taken off roll, unless parents pay to keep their child's place open.

Parents/carers are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.

The adult who accompanies the child will need to ensure that they register the child at the beginning of each session – and make their presence known to staff when they collect a child.

Parents/carers will be asked to provide a minimum of two emergency contact numbers.

This Pre-school Admission Policy will be available for parents and has been endorsed by the Governing Body of the school, who will review it at periodic intervals.

September 2015