

The Pochin School

PRE-SCHOOL ADMISSIONS POLICY 2024/25

Purpose:

The purpose of The Pochin Pre-School Admissions Policy is to ensure that places are allocated and offered in an open and fair way.

Eligibility to attend Pre-School:

Children are eligible to join our pre-school either from:

- The term after their third birthday (when eligible for funding)
- Their third birthday (parents/guardians will be charged for all hours attended until the child is eligible for funding)

Our Offer:

We have 16 places available each day.

We accept 15 hour and 30 hour free childcare funding; for more information about funding please see our 'Pre-School Funding Fact Sheet' which can be found on the school website or can be requested from the school office.

The Pre-School offers full days only, the timings are 08:30 – 15:00 each day. Parents can state a preference as to which days they want their child to attend and we will do our best to accommodate this.

If the number of children applying for entry exceeds the places available, we enforce the procedure set out in our oversubscription criteria in order to assign places.

Parents have the option to pay for sessions if they exceed their free funded hours entitlement, e.g. if they do not qualify for 30 hours free childcare, they can use their 15 funded hours and pay for the extra hours they wish to attend; or if they use their funded hours at another setting and wish to also attend extra hours at The Pochin Pre-School.

Applications for Pre-School:

Parents must apply for a pre-school place by filling in a Pre-School Application Form which is available from the school office or via the school website. Parents must also provide their child's birth certificate and proof of address (i.e. council tax bill) at the time of application.

Parents can apply for a place for their child as soon as they have reached their second birthday. Applications should be made by the 31st March each year, to be considered for the Autumn Term following their third birthday.

Parents will be informed of place allocation by the end of the second working week in April each year. Parents will be required to return the contract to accept or decline the place within 4 weeks. Where no response is received, parents will be contacted and given an additional 7 days to respond. If no response has been received after this, it will be assumed that the place is no longer required and the place will be withdrawn.

Late requests e.g. those received after 31st March, will be considered after on time applications have been allocated.

If spaces are available, children can be admitted mid-year either from their third birthday or the term after their third birthday. If the number of children applying for entry at the same time exceeds the places available, places will be allocated using the oversubscription criteria; however priority will be given to children who are due to reach statutory school age by the following Autumn Term.

Prospective parents are encouraged to visit our website and make an appointment to visit the Pre School to look around.

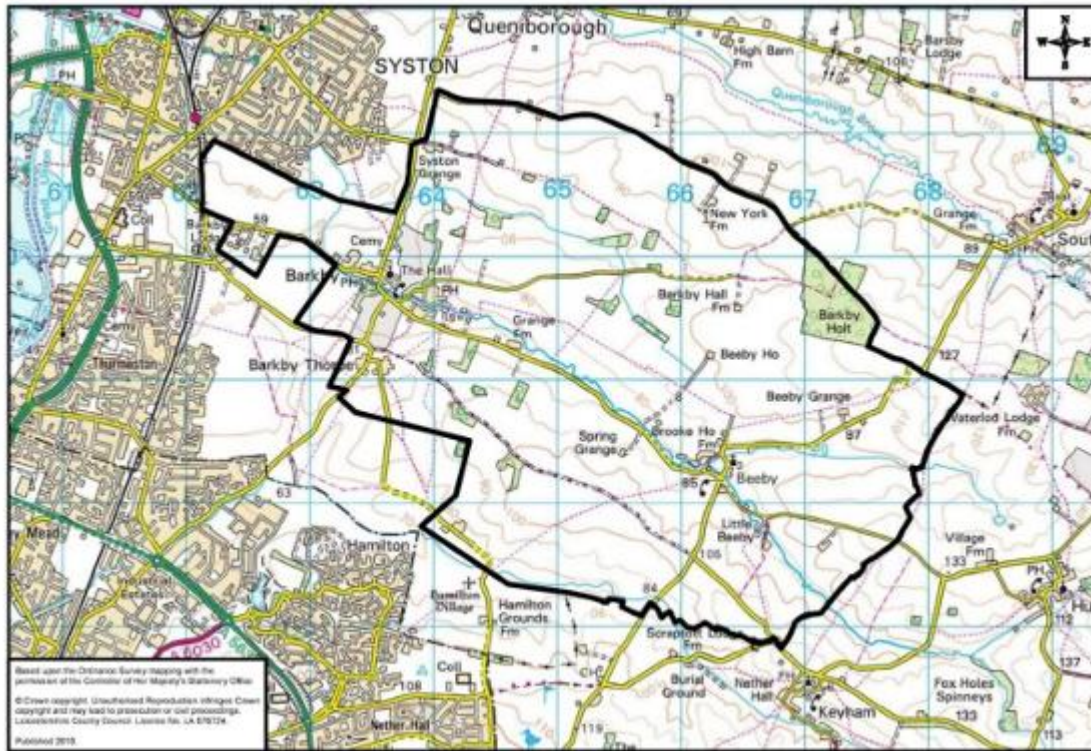
Contract Amendments and Cancellations Policy:

Once a contract is signed, no cancellations or amendments can be made without a minimum of one month's written notice. Additionally, your child must have completed at least one full month in accordance with the signed contract before any requests for cancellations or amendments can be considered.

Please be aware that a place in our Pre-School does not guarantee a place at The Pochin School once they have reached statutory school age. All applications for statutory

school aged children must be made directly via Leicestershire County Council School Admissions.

The Pochin School and Pre School Catchment Map:



Oversubscription criteria:

In the event that the number of applications exceeds the number of places available, the following criteria will be applied in the order below when allocating places:

1st Children who live in the catchment area at the time of application and admission (see note i.).

2nd Children who will have an older sibling attending The Pochin School at the time of admission who live in the same house (see note ii.)

3rd Children living outside of the catchment area (see note iii.)

Within each criterion, priority is given in order of distance from home to school. Where the admission process throws up an equality of distance for more than one child (who do not have the same home address) the final tie breaker will be by drawing lots.

Notes:

- i. The child's place of residence is taken to be the parental home at which they normally reside. For the purpose of processing an application, a single home address must be used. Where parents claim equal or dual residency they must prioritise one address over the other, or risk the application not being processed.
- ii. The term "sibling" includes half brother or sister or legally adopted child being regarded as the brother or sister.
- iii. For Criterion 3 above, measurement of distance is in a straight line from the centre point of the home property to the school's main designated front gate, using a computerized mapping system.

Waiting list:

Children who have not been offered a place at The Pochin Pre-School will automatically be added to the pre-school's waiting list. Children will be ranked on the waiting list in accordance with the oversubscription criteria. Should a place become available during the academic year, the oversubscription list will be consulted and offered in accordance with the admissions criteria; however priority will be given to children who are due to reach statutory school age by the following Autumn Term.

Withdrawing an offer of a place:

The Pochin Pre-School can withdraw an offer of a place if:

- It has been offered in error
- A parent has not taken up the place within 20 school days once the academic year has begun. In these instances, parents will be contacted by the 10th school day to ascertain whether the place is still required. If after the 20th school day the child has not started, then the place will be withdrawn.
- It is established that the offer was obtained through fraudulent or an intentionally misleading application.
- A place will not be withdrawn once a child has started at The Pochin Pre-School, except where it comes to light that place was fraudulently obtained.

These criteria and The Pochin Pre School's Admissions Policy will be reviewed annually.