

TAVISTOCK PRESCHOOL GROUP

BROADACRES, FLEET.
HAMPSHIRE GU51 4EB
TEL: 01252 616902
REGISTERED CHARITY NUMBER 1050163
www.tavistock-preschool.co.uk
MANAGER - PAULA PHILLIPS. (BA. EYPS.)

ADMISSIONS POLICY

Introduction

Tavistock Preschool Admissions policy follows Hampshire County Council Guidelines. (September 2010 Nursery Admissions Policy) The Local Authority is responsible for admissions to nursery classes in community and voluntary controlled schools and to community and voluntary controlled nursery schools. Parents do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions so it is essential, therefore, that all admissions decisions can be justified by reference to the following criteria, taking into account the particular circumstances of individual schools and units.

A child is entitled to 15 hours a week, free learning and care in an early years setting from the start of the term following their third birthday, for 38 weeks in a full year.

Procedures for Tavistock Pre-School.

Tavistock Pre-School can accommodate a maximum of 24 children in the playroom at any one time due to Ofsted Registration criteria.

The patterns of attendance available are flexible allowing varied hours of care from 2hrs minimum to 6.5hrs maximum using the following time slots:

- 8.45am or 9.45am drop off
- 11.45 am or 12.45pm drop off or collection
- 2.45pm or 3.15pm collection.

If you would like your child to attend Tavistock Pre-School, you must complete an application form and return it. The Pre-School Committee and Manager will consider applications in accordance with the admission criteria. We will let parents know by letter the success of applications where possible in the June before admission the following September. If your child is offered a place, you must confirm your acceptance, and pay a non-refundable £25 registration fee, to the pre-school within two weeks otherwise the school may have to refuse places for other children unnecessarily.

The final decision on when a child is admitted, the number of hours a child is able to attend and his/her attendance hours, rests with the Pre-School Manager.

Admission criteria

The Committee and Pre-School Manager will consider all applications in accordance with the following criteria, set out in priority order. (Categories B & C contain examples of both special educational and social need).

Length of time on *any* waiting list will not be taken into account.

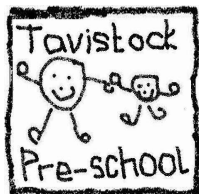
A A child who is “looked after” by the Children’s Services Department (in accordance with Section 22 of the Children’s Act 1989)

B Children for whom there is a recommendation for nursery education by a health professional, social worker, educational psychologist, area Inco, outreach worker or education welfare officer on the basis of the child’s special educational needs.

Examples of special educational needs, in no order of priority, might include:

- emotional and behavioural problems





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- hearing difficulties
- lack of personal interaction and stimulation
- physical disabilities
- speech and language problems
- visual difficulties

C Children with social needs, based on information gained by the Manager as part of the application procedure.

Examples of social needs, in no order of priority, might include:

- children who were multiple births (twins, triplets)
- a child with a confined play space
- a child from a one parent family
- a child in a large family (four or more children)
- a child with parents under 20 years of age
- a child in sole care of grandparents
- a child who has two or more siblings under four years of age
- a child on the child protection register
- a child of parents with disabilities
- a child with English as an additional language

D Children with a brother or sister (including children living as siblings in the same family unit) with disabilities (as in A) that require a significant amount of additional support.

E Children who will be entitled to 15 hours free child-care with Government Grant Funding (applies to all children at the start of the term following their third Birthday) during the following academic year. Priority will be given to those children due to receive funding in a) September, b) January c) April.

F Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Tavistock Pre-School, the following academic year.

G Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll of Tavistock Infant School who will still be attending there, the following academic year.

H Other children.

Tiebreaker

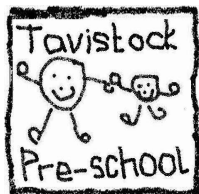
If the nursery is oversubscribed **within** any of the above categories (A –H), children in the year before they may start school will be given priority. Then preference will be given to children who live closest to the school based on a straight line measurement from school to the entrance of the property.

Hampshire County Council's Geographic Information Systems (GIS) will be used to confirm the order of applicants.

Other information

1. Applying for a place in Year R (FS2)

Admission to a Reception class will be in accordance with the County Council's Admissions Policy for community and controlled infant and primary schools. **Admission to a nursery unit/school does not constitute any right of entry to the nearest local school, and places will be allocated according to that school's admissions policy.** Parents have the



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right not to send their children to school until the beginning of the term following their fifth birthday. Only in exceptional circumstances can children remain in the nursery beyond the normal admission date for Reception classes (i.e. the September of the school year concerned). This is at the discretion of the Committee and Pre-school Manager.

2. Transport

Transport from home to Tavistock Pre-School will only be provided where the child has been directed to the placement as part of an SEN assessment or statement against agreed criteria. In such circumstances, transport can only be recommended following an assessment of individual need by the Inclusion Branch of the Children Services Department and where it is financially funded by external agencies.

3. Schools and those with parental responsibility for a child:

(Guidance from the Department for Children, Schools and Families)

The definition of a *parent* in the Education Acts includes:

- all natural parents whether they are married or not;
- any person who, although not a natural parent, has *parental responsibility* for a child or young person; and
- any person who, although not a natural parent, *has care* of a child or young person.

Having *parental responsibility* means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. It is defined by the Children Act 1989. It gives parents the legal right to make decisions and choices, such as where the child will live or go to school etc. If the parents were married to each other at the time of a child's birth, or if they have been married to each other at any time since the child's conception, they each have parental responsibility.

Having *care* of a child or young person means that a person who the child lives with, irrespective of what their relationship is with the child, is considered to be a parent in education law.

This Policy has been agreed by all Tavistock Pre-School Committee members:

Signed by Manager of Pre-School:

Signed on behalf of the Management Committee:

Role of Signatory:

This Policy was reviewed/reprinted on: 30/1/10

