



# ST WENN SCHOOL

## PRE SCHOOL ADMISSION POLICY 2022/2023

Reviewed: December 2021  
Date of next Review: July 2022

Headteacher: Mrs Grace Smith

Chair of Governors: Mr Richard  
Fenwick

We provide and allocate pre-school places at our school using the following admissions policy. This policy refers to applications for the academic year, however if your child is eligible to start pre-school earlier you should contact the school directly as places may well be available after the closing date for applications.

All children are entitled to 15 hours of free provision provided over 38 weeks (universal entitlement). From September 2017 some children became entitled to an additional 15 hours (extended entitlement).

In this school we offer the following provision (children do not need to attend all 4 of the days):

- 4 mornings a week
- 4 afternoons per week
- 4 full days a week

Note: This may be extended during the year; currently we are offering Tuesdays, Wednesdays, Thursdays and Fridays.

### **Admission criteria**

All children, subject to the availability of places, will normally be admitted to the pre-school class at the start of term after their third birthday i.e. at the start of term in September 2022, January 2023 or after the Easter break 2023 of the 2022/23 academic year.

### **Oversubscription Criteria**

If there are not enough places available for all applicants, we will apply the criteria which are ranked in priority order below.

- The children who will become four years of age during the 2022/23 academic year and would only have the opportunity to benefit from three terms of pre-school education.

The allocation of places within this group of children will then be based on priorities 1 to 7 listed below.

If there are not enough applicants within this older group of children above to fill all available places, then we will next consider those younger children who will reach the age of three during the academic year 2022/2023

Priority will then be given to these children who will become three during the Autumn term, then the Spring term and then the Summer term. Within each term the allocation of places is based on priorities 1 to 7 listed below.

Places can only be offered to these younger children if we can confirm that a place is not needed for a child who will become four years of age during the 2022/23 academic year.

We will give priority in the following order:

1. Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
2. Children who will access either their full universal entitlement or full extended entitlement within this pre-school.
3. Children who live in the school's catchment area.
4. Children who live in the parish of Withiel and who will have a brother or sister at the school during the coming academic year.
5. Children who have exceptional medical or social grounds. (See point a below).
6. Other children who live in the parish of Withiel.
7. Children who live outside Withiel, but only if places are otherwise likely to remain available during the academic year.

#### **Point a**

We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if your child were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. This evidence will be assessed by a panel of governors and the Headteacher. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

#### **Tie Breaker**

If within any of the above priorities, there are more applicants than places available then priority will be given to those children based on the distance they live from the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school. Children living nearest the school will have priority.

#### **Allocation of places**

Parents/ carers are asked to indicate the pattern of attendance they would prefer. In the event of any pattern of attendance being oversubscribed then applications will be prioritised, places will be allocated in order of date of application received (starting from the earliest).

#### **Address**

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.

#### **Change in circumstances**

If a child becomes eligible for the extended entitlement at any point after the closing date for applications, subject to availability, a place will be available, from the start of the week following their confirmation of eligibility. If no place is available, the child will be placed on the waiting list.

If a child loses their eligibility at any point after the allocation of places, parents/ carers and Headteacher will agree the pattern of attendance for the universal entitlement.

### **Waiting list**

If places, then become available we will consider all the applications on a waiting list. The waiting list will be maintained by the Headteacher from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, your child's name may be added to the list by using the priority order described above.

### **Closing Date**

To apply for a place in our pre-school class for September 2022 or subsequent terms in the academic year, you must complete and return your application form to the Headteacher of your chosen first preference school by 04<sup>th</sup> February of that year.

**You will be informed if your child has a place for that academic year, in writing, on or before 18<sup>th</sup> February.**

### **Complaints**

If you feel that the admissions criteria stated above have not been fairly applied to your child, then you may register a complaint with the Governing Body using their normal complaints procedure.

### **Admission into Reception**

Obtaining a place in our pre-school class does not guarantee your child a place in our school for entry to Reception class. There is a different admission criterion that applies for admission to infant and primary school entry. You must apply again in the September before your child's 4<sup>th</sup> birthday for admission to an infant or primary school.

### **Review July 2022**

This policy will be reviewed annually by the Governing Body

**Signed: Headteacher – G Smith**  
**Chair of Governors – R Fenwick**

Application for a place at St Wenn School pre-school for admission to preschool during the 2022/23 academic year

If you would like to request a place in our preschool for your child, please refer to our admissions policy and complete and return this form to school.

Full name of child:		Date of Birth:	
Name (s) of parent (s) /carer (s)		Is this child 'Looked After'? Y / N	
		Does your child have sibling(s) attending St Wenn School? Y / N If yes, what is/are their name(s)? .....	
Current home address (please inform us if this changes) <i>Please include your postcode.</i>		Telephone number (s) we can contact you on. (Please inform us if these change)	
I wish to apply for my child's universal 15 hours entitlement starting from the term after their 3 <sup>rd</sup> birthday.	Y/N	I wish to apply for additional paid sessions.	Y/N
I wish to apply for additional 15 hours extended entitlement provision (eligibility criteria apply before places can be offered)	Y/N	Any other information?	
Signed:..... (parent/carer)			
Date:.....			
Is St Wenn Preschool your first (or only) choice for preschool provision for your child? Y / N Are you applying for any other nursery or pre-school places for your child? Y / N If yes, which other places have you applied to?.....			

The **closing date** for admissions during the 2022/23 academic year is **Friday 4<sup>th</sup> February**. For admission applications earlier than 2022/23 you are advised to complete this form and return it to school as soon as possible so that we can advise you whether places remain available for the term you wish your child to start. **We will require a copy of your child's birth certificate before they can start nursery.**