



Pre-School Admissions Policy

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This policy should be read in conjunction with the Guide for Parents and Carers, issued by the local authority (LA). The LA encourage online application at <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/> .

The Admissions Team at Shire Hall, Gloucester, GL1 2TP (01452 425407) can be contacted for further details. Our policy will be published on Gloucestershire County Council's website and the school's website.

- There is a maximum of 5 intakes a year (once at the start of the first 5 short-terms) if there are spaces.
- The application process shall include a completed registration form indicating which sessions parents would prefer for their child.
- A minimum of four sessions are required to be taken.
- Places will only be offered to children for the start of each short-term after they turn 3 years of age. Children will not be admitted during the terms.
- Applications received shall be considered and offered places strictly and solely according to the Gloucestershire County Council's schools application criteria, as represented in the Benhall Infants School, Admissions Policy.
- Applicants for September intake will be notified by Easter that they have:
 - Been offered a place and the sessions offered
 - that they have not been offered a place, but are on the waiting list
 - or that they have not been offered a place, and will not be kept on the waiting list. [The waiting list is limited to 20 places, since it is rare that even these many places will become available later in the cycle, and we do not wish to raise false expectations.]
- Applications for each short term will be notified during the term prior, whether or not there are spaces available to start after their third birthday. If there are no spaces available to start after their third birthday spaces will be offered for the following September start.
- There is no appeals process for this allocation system
- Successful acceptance in Pre-School has no direct impact on the likelihood of acceptance to Benhall Infant School.

Over subscription Criteria – Where Benhall Pre-School is oversubscribed (i.e. there are more applications than places available) initial applications will be made in accordance with the school's admission criteria. Where an application for a pre-school place has been received 'late' i.e. after the relevant closing date for that round of allocations, the application will only be considered once children from all on-time applications have been allocated a school place

Benhall Infant School Admissions Policy (last reviewed Summer 2023)

Admission Criteria – Local Authority then allocates places according to the following criteria: -

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provide with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

1. Children who will have siblings attending Benhall Infant or St. Mark's Junior schools at the time the applicant child is admitted. For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the

parent/carers and or partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.

2. Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Where any particular category at points 1-2 above is oversubscribed, criteria 3 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children when applying criteria 3 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Local Authority. This will be in the form of a manual process which is overseen by an independent person from the Legal Services & Monitoring Team. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

Funding

At Benhall Pre-School we operate term time only – we offer 15 hours of Early Years Entitlement Funding which your child is entitled to from the first term after they reach their third birthday. We also offer 30 hours of Early Years Entitlement Funding, for those families who qualify for this. It is the responsibility of the parent/carer to apply for this funding.

Open Morning

Benhall Infant and Pre-School holds Open Mornings in November. These will be advertised locally.

New Parents' Meeting

Parents who have been offered a place are then invited by letter to a meeting at pre-school in June. At this meeting parents: -

- Will meet the Headteacher, the Pre-School Manager, SENCO and Early Years Practitioners
- Will have an opportunity to tour the Pre-School if they have not already done so.
- Birth certificates will be checked at this initial meeting if they have not been checked previously.
- Pre-School times, baseline assessment, general behaviour, curriculum areas and admissions process will be explained to parents and there will be opportunities for questions.
- Members of the Parent and Teacher Association will be present to talk about their organisation.
- Representatives from the school Governing Body may also be present at this meeting.

Settling In

All new starters are invited to attend a stay and play session prior to joining pre-school, where they can meet their keyperson and look around the setting.

During the first week at pre-school new children start with half days, to settle them in. Provided the child has settled well and is not getting upset, nor needs more time to settle and isn't needing a sleep, they can attend for full days from the following week.