

The Round House Pre-School Admissions Policy



Approved by: S Connell
CEO

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Policy Statement

At The Round House Pre-school we intend to make our setting accessible to children and families from all sections of the local community, and aim to achieve this through open, fair and clearly communicated procedures. We honour the following government incentives:

- 2 Year-old entitlement linked to benefits
- 2 Year-old entitlement for working parents
- 15 funded hours for all three and four year olds
- 30 funded hours for working parents for 3 and 4 year old children

Procedures

- Places will be considered for a child seeking admission once your child has turned two, however funding is not available until the term after their second birthday.
- Places offered **and accepted** under this policy will be available from the date the place is offered until 31st August following the child's 4th birthday.
- Interest forms for entry into The Round House Pre-school will be emailed to parents/carers or, if no email address is available, will be posted by second class mail, or can be collected from the school office and are available on the school website. Where there are more applications received than places are available, places will be allocated in accordance with the following over-subscription criteria:

Children who have an Education and Healthcare Plan (formerly a statement of special needs) that names the Pre-school will be admitted before the over-subscription criteria is applied:

- Children in Care, also known as Looked After Children, and children who were looked after but ceased to be so by reason of adoption, a resident order or a guardianship order;
- Children with a high level of need who have been referred by a Social Worker, Health Professional, Pre-school Specialist Support Teacher, Special Needs Officer, the Traveller Referral Team or are in receipt of 2 year old funding linked to benefits;
- Children living in the catchment area for the Pre-school who have had their third birthday
- Children living in the catchment area for Pre-school who have had their second birthday. There is a limit to the number of places available each session for 2 year old children, and once this limit is reached, the next criterion below may be offered places.
- Children not living in the catchment area for the Pre-school who have had their third birthday.
- Children not living in the catchment area for Pre-school who have had their second birthday.

Where a tie-break is necessary within a category, priority will be given firstly to children who have a sibling attending The Round House Pre-school, The Round House Primary Academy or Wintringham Primary Academy and Pre-school at the time of admission and then by date of birth of the child applying, with the older child having priority.

Where more applications are received than places available, the over-subscription criteria will be applied and those children who are not offered places will have their details placed on a waiting list. This list will be held until such time as the child is expected to transfer to Reception.

Children's names are placed on the waiting list in strict order of the criteria, not according to the date of application. If a place becomes available, the Pre-school will contact the parent/carer of the child whose name is first on the waiting list. A request from another parent for a child's name to be placed on the waiting list can result in other children being moved further down the list if this child has a higher priority for a place according to the admission criteria.

A response is required within **7 days** from receipt of the email or letter, after which if no email or telephone contact can be made, the child's name may be withdrawn from the waiting list and the place may be offered to another child.

Once the hours have been agreed parents are asked to sign a contract confirming these hours. Following the receipt of the contract of the hours attended by the child, the contract can only be altered via a written request with up to four weeks' notice. Once the contract has been signed, if you do not take up your child's place, an invoice for the 4 weeks' notice will be sent to the parent or carer as a place has been reserved for the child.

Additional hours to those funded are available and charged according to the child's age. The Round House Pre-school reserves the right to withdraw additional hours in the event of non-payment of fees.

Pre-school Catchment Area

That part of St Neots bounded to the south by and including the new Wintringham housing development, the north by Priory Hill, the east by the eastern boundary of Love's Farm development and the west by the railway line.