



**CROSBY-ON-EDEN
CHURCH OF ENGLAND PRIMARY SCHOOL**

*“I have come in order that you might have life
– life in all its fullness’ John 10:10*

**PRE-SCHOOL ADMISSIONS
POLICY 2024-25**

Date Policy adopted by Governors	January 2024
Review date	January 2025
Review schedule	Annual
Review responsibility	Leadership & Management
Signed (Interim Head) V. Pathri	Signed (Chair of Governors) Rw Gordon

Review Schedule

Revisions made	Date
Revision to birth dates, entry dates & closing dates	Jan 2021
Revision to birth dates, entry dates & closing dates	Jan 2022
Revision to birth dates, entry dates & closing dates	Jan 2023
Revision to birth dates, entry dates & closing dates Changes to admissions as per Cumberland template	Jan 2024

CROSBY ON EDEN C OF E PRIMARY

PRE SCHOOL ADMISSIONS POLICY 2024-25

Crosby on Eden Cof E Primary (Academy Status) Pre-School is an integral part of our 3-11 years Primary School. Our pre-school is accommodated within our vibrant Early Years Unit, where Pre-School and Reception pupils are provided for together, in a mixed age class (3-5years). Parents can access our pre-school provision using the 15 free hours childcare the government currently provides for pre-school age children, the term after their 3rd birthday. Our pre-school currently does not offer afternoon provision beyond that of our pre-school lunchtime club. Pre-school sessions run 5 mornings per week, Monday to Friday, from 8.45 – 11.45 am. We offer a lunchtime club from 11.45am through to 1.00pm at a cost of £6.00* per child per day which includes a school lunch and supervision costs. Lunchtime supervision costs may be claimed using the 15 or 30 hour free entitlement should there be sufficient hours available to claim however, the school lunch itself will be charged at £2.60* per session (**subject to change*)

Admission to pre-school can be taken up at the start of the term following the child's 3rd birthday; i.e. in September, January and April. Whilst admissions will normally be expected to commence at these 3 points during the school year, admission may occur at any point in the school year subject to the Headteacher's discretion, should a place be available.

Prior to admission, the Early Years Teacher / Teaching Assistant will meet parents and their child in school. The purpose of this visit is to discuss any issues relating to the child that staff will need to be aware of, e.g. likes / dislikes etc., any medical, social or nutritional needs and any other considerations relevant to the child taking up a place in the pre-school. Children will generally be offered one initial 'stay and play' session prior to them taking up a place.

Our published admission number for pre-school for 2024-25 is **13**. When our pre-school is at capacity with 13 children enrolled, parents may place their child's name on a waiting list and will then be notified when a place becomes available. Priority is given to children who live within our catchment area.

Parents are not required to use their full 15 hours allocated free childcare over the 5 mornings offered, however, there is a minimum requirement that children attend for a minimum of two sessions (6 hours) per week. Children may not attend for part sessions (i.e. 2 out of 3 hours of a morning session) and must attend for the full session.

Parents are warmly invited to visit our pre-school for an initial look round and meeting with the Interim Headteacher, Mrs Vicki Pattinson. Application forms can be obtained from the school office, via Mrs Lydia Wood, the School Business Manager.

The wearing of school uniform is not compulsory in pre-school, however it is recommended. Should you wish to purchase a school sweatshirt, our website home page contains a link to our online uniform shop.

If you require any further information, please contact Mrs Wood on the School telephone number 01228 212080 or via admin@crosby-on-eden.cumbria.sch.uk

Parents seeking a place in our pre-school should apply on the following basis:

Children born between	Date of Entry	Closing Date for Applications (if space is available)
01.04.2021 – 31.08.2021	September 2024 (Autumn Term 2024)	22 nd March 2024
01.09.2021 – 31.12.2021	January 2025 (Spring Term 2025)	27 th September 2024
01.01.2022 - 31.03.2022	April 2025 (Summer Term 2025)	17 th January 2025

Applications will still be processed after the closing date if spaces are available.

ADMISSION CRITERIA

If at any time there are more applicants than places available, children will be admitted in the following order of priority, which will be applied in conjunction with the notes below.

1. Children looked after, i.e. in public care.
2. Children living in the catchment area of the school.
3. Other children.

TIE-BREAKERS

If at any time it is not possible to offer a place to all of the children in any of the above categories at Crosby on Eden C of E Primary School, applications will be prioritised on the following basis:

1. Children who have brothers or sisters in the school at the time of admission giving priority to those with the youngest siblings. (see below)
2. Children with a parent on the electoral roll of a C of E Church for a period of two years giving priority to those living nearest measured in a straight line on the map (see below).
3. Children who fall into the category of the N2 age group.
4. Other children giving priority to those living nearest measured in a straight line on the map.

A child in public care is defined as a child who is looked after by the Local Authority within the meaning of section 22 of the Children's Act 1989. Children who are in Public Care also includes those who have been in public care and are now adopted.

Brothers and sisters are those living at the same address and include step and foster children. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school.

If parents believe they qualify under tie-breaker number 2, they must provide proof with the completed form that they are on the electoral roll of a C of E church and have been for a period of two years prior to the closing date for the submission of application forms. It may relate to more than one church.

Applications should be submitted by the closing date to the Headteacher along with proof of date of birth and home address. Applications received after the closing date in the event of oversubscription will not be considered unless there are very exceptional circumstances.

Once a place has been allocated a new application is not needed for each academic year. Children who start at a nursery in the January or April following their third birthday will automatically keep the place in the September. Attendance at nursery does not, however, guarantee admission to the school's Reception class nor is it a factor which is taken into consideration in allocating places.

The school reserves the right to withdraw a place if the nursery grant has been previously allocated elsewhere.

The school reserves the right to withdraw a place if it has been allocated on the basis of false information.