



**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 2023-24**

Date Policy adopted by Governors	January 2023
Review date	January 2024
Review schedule	Annual
Review responsibility	Leadership & Management
Signed (Head) 	Signed (Chair of Governors) 

Review Schedule

Revisions made	Date
Formatting only	Mar 2018
Addition of closing date for applications and admissions criteria	Feb 2019
Adjustment to Pre-School PAN for 2019-20 entry	Mar 2019
Adjustment to Pre-School PAN for 2020-21 entry Revision to birth dates, entry dates & closing dates	Jan 2020
Revision to birth dates, entry dates & closing dates	Jan 2021
Revision to birth dates, entry dates & closing dates	Jan 2022
Revision to closing dates and entitlement (pg 1)	Jan 2023

CROSBY ON EDEN C OF E PRIMARY

PRE SCHOOL ADMISSIONS POLICY 2023-24

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 £2.50* 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 'settling in' session prior to them taking up a place.

Our published admission number for pre-school for 2023-24 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 Headteacher, Mrs Julia Dalgleish. 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)
01.04.2020 – 31.08.2020	September 2023 (Autumn Term 2023)	1 st April 2023
01.09.2020 – 31.12.2020	January 2024 (Spring Term 2024)	30 th September 2023
01.01.2021 - 31.03.2021	Summer Term 2024	16 th January 2024

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 who are in Public Care or who have been in public care and are now adopted. This also includes children who were previously in Public Care outside of England. 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. [see note 1 below]
2. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional would be required for the Governors to consider admission in this criteria.
3. Children living within the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
4. Other children living in the catchment area giving priority to those living closest to the school. The distance is measured from the centre of the pupil's home address to the main entrance door of the school. The Governors will use the Local Authority measuring system (GIS) to ensure consistency of measurement. The closest addresses will have priority.
5. Children living outside the catchment area who have brothers or sisters in the school at the time of their admission. [see note 2 below]
6. Children living outside the catchment area, giving priority to those who live closest to the school. The Governors will use the Local Authority measuring system (GIS) to ensure consistency of measurement. The closest addresses will have priority.

Note 1

Highest priority will be given to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Note 2

If it is necessary to prioritise in categories 3 or 5, priority will be given to those children with the youngest siblings. Brothers and sisters are those living at the same address and include step, adopted and foster children.

Note 3

If it is necessary to prioritise in categories 3 and 6, the measurement criteria in categories 4 and 7 will be used.

Applications will be prioritised using the above criteria. An exception will be made if a child has an Education, Health and Care Plan naming Crosby on Eden C E Primary School, as in these circumstances the Governing Body would have a statutory duty to admit the child concerned.

* A catchment area map is available in school. On past experience all pupils living within the catchment area have been successful in gaining a place at the school.

Tie Break

In some categories, where there are more applicants than places available, the determining factor will be distance. The distance is measured from the centre of the pupil's home address to the main entrance door of the school. The distance is determined with a straight line measure.

Address of Pupil

The address on the application form must be the current one at the time of application. Where a child can live at more than one address the home address is to be the one where the child sleeps and thus wakes up for all or the majority of the school week. Where there is any doubt the governors reserve the right to verify the information provided by the parent(s), for example, through the child benefit address.

In Year Admissions

In year admissions are those which occur outside the "normal" admission time. If you wish your child to attend Crosby on Eden Church of England Primary School you should visit our school and admission details will be provided. If your child is refused a place you will be informed of your right to appeal.

Admission of Children of Crown Servants

The School Admissions Code requires that for families of Crown servants¹ returning from overseas to live in that area, the Admissions Authority must allocate a school place in advance of the family arriving in the area, provided their application is accompanied by an official letter² declaring a relocation date.

If you wish your child to attend Crosby on Eden CE Primary School, and spaces are available, these would be allocated to the family in advance of their move, even if they do not yet have a confirmed address.

If Crosby on Eden CE Primary School is oversubscribed, the Governors need to be satisfied that places are allocated lawfully, in accordance with the oversubscription criteria.

Crosby on Eden CE Primary School may expect to have some level of certainty about a family's intended new address, so that they can make sure they allocate a place lawfully. Crosby on Eden CE Primary School is expected to be flexible in what they would accept as confirmation of address, whilst ensuring statutory duties are met. Crosby on Eden CE Primary School must not refuse a child a place simply because the family does not currently live in the area.

¹ Officers employed by departments of the United Kingdom Government, such as FCO, DFID, UKVi, UKTi.

² Official Government letter issued by a Government department e.g. FCO, DFID, UKVi, UKTi.

Fraudulent applications

If the Governors of Crosby on Eden Church of England Primary School discover that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, an incorrect address and as a result it effectively denies a place to a child with a stronger claim, then the Governors will withdraw the offer of a place. The Governors will reconsider the application and the right of appeal offered if a place is refused.

Waiting List

Those children who are not offered a place may, if the parents so wish, be placed on a waiting list. The names will be placed on the list in the order of the admissions criteria. Late applicants will be slotted into the list according to the admissions criteria. It is thus possible for a child recently arrived in the area to have a higher priority than a child who has been on the waiting list for some time. Irrespective of whether an appeal has been submitted, if a place becomes available it will be offered to the child at the top of the list. The waiting list will remain open for the whole of the first term in the year to which it relates.

Multiple births

The Governors of Crosby on Eden Church of England Primary School will ensure as far as possible that twins, triplets or those children born in the same year are not separated. Such children will be given priority in any particular category.

While no infant class is to contain more than 30 pupils there can be very limited exceptional circumstances. The admittance of such a child(ren) will be known as an "excepted pupil" for the time they are in an infant class or until the numbers fall back to the size limit. An excepted child would be one whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil. It might also include a statemented or looked after child or a child of a U.K. Serviceman to be admitted outside the normal admission period.