



HOLYCROSS
CHURCH OF ENGLAND
PRIMARY SCHOOL

POLICY NAME:	Pre-school Admissions Policy
DATE AGREED:	June 2025
REVIEW DATE:	June 2026

This policy aims to establish clear, objective and fair admission arrangements that do not disadvantage one pupil over another. It will provide information and guidance to all about application for admission to the pre-school.

Holy Cross will ensure that the decisions to admit children are based on fair and transparent criteria. If the number of applications exceeds the availability, the over subscription criteria will apply.

The pre-school at Holy Cross is a 24 place pre-school across morning and afternoon sessions. Like the School, the pre-school primarily serves children living within the school catchment - this is known as the designated area. However, can serve children outside of this catchment if there are places available.

Oversubscription – If the pre-school is oversubscribed, priority will be given to children with Education, Health and Care Plans where the preschool is named. The remaining places will then be offered in accordance with the oversubscription criteria which apply to the school as a whole (as described below), except that sibling priority will only apply where a sibling already attends the pre-school or primary school.

1. Looked after children and previously looked after children including those who appear (to the Admissions Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Sibling: where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.

3. Children of staff recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. DEMAT is required to approve the Headteachers' designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.

4. Parents or carers of children who are applying for a church place who specifically wish their children to be educated at a Church of England school. These places will be prioritised in the following order.

- Families at the heart of their church (attending monthly or more frequently over a period of one year directly preceding the admissions deadline date),
- Families known to their church (attending less frequently than monthly over a period of one year directly preceding the admissions deadline date). Within these categories applicants will be prioritised as follows:
 - Families linked to the parish church,
 - Families linked to other Church of England churches,
 - Families linked to other Christian churches. Parents applying on religious grounds must also submit a Supplementary Information Form (Appendix 1)
- 5. All other applicants

Waiting list – The pre-school will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the requirements of

the Admissions Code so that children will be ranked in line with the school's oversubscription criteria.

Government Funded places offered:

- We provide the entitlement of 15/30 hours universal funded early education childcare per week, children are entitled to this the term after their third birthday.
- Families accepting a 2 year old funded place will be able to claim their entitlement until their child is eligible for either the 3/4 year old universal entitlement or working parent entitlement.

Preschool Intake

- The Pre-school welcomes children throughout the year once they reach 3 years old, and if places available to those who turn 2 years old. We will take into account parental preference of sessions as much as possible, and are as convenient as possible to parents working hours. Parents can choose to fund hours above their child's entitlement.

The pre-school has 24 places with 12 places available per session. Children are able to attend our Stay and Play provision before taking up their place to familiarise themselves with the school.

Session choice is as flexible as possible but is always subject to space available. Additional hours over the funded hours, if available, may be purchased at the rate of £5 per hour. Any changes needed to session choice will be considered at the discretion of the Headteacher.

Early education is offered within the national parameters:

- No session for a child is longer than 10 hours
- There is no minimum session length
- No session starts before 6am or runs after 8pm
- Children will only attend a maximum of two single sites in one day

At Holy Cross pre-school Early Education is offered to families for 38 weeks (term time). Sessions run from 8.30am – 11.30am, and from 12.30pm to 3.30pm. All day sessions are available from 8.30am – 3.30pm.

Breakfast club and wraparound after school is available to families from 8am – 8.30am, and 3.30pm – 5.30pm.

Funded hours can be claimed to (the maximum available) and used between the hours of 8am and 5.20pm daily. Hours that exceed the funding entitlement are chargeable.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

If you are unable to pay our charges, please speak with the Headteacher to discuss alternative options available.

Special Educational Needs (SEND)

We are required to have arrangements in place to support children with special educational needs and/ or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND. This means we will:

- Follow the requirements of the EYFS Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with Equalities Act and the Special Educational Needs and Disability Code of Practice.
- Monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do and Review
- Provide information to families on how their child's development is being supported and in agreement, consent will sought to apply for additional funding and request support from outside agencies where necessary
- Utilise the SEN inclusion fund and Disability Access Fund to deliver effective support
- Publish out contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory and to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/ application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/ application.

Our SEND Policy can be found on our website.

Registration

Application forms are available from the school office, and will need to be returned to the office where they will be kept on file. Once a place has been allocated and taken, an agreement between parents and the Academy Trust needs to be signed.

As part of the registration process, parents/ carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements.

The admissions and charging policies are issued to all families as part of the registration process and are available to families on our website.

Where required we will seek parent/ carer consent to collect, share and use information in accordance with the Data Protection Act and General Data Protection Regulations.

Transfer to Reception

Children currently attending pre-school do not automatically have a place in reception. Currently decisions on place allocation are taken by the Local Authority.