

# Amblecote Primary School



## Admissions Policy

**Responsibility for monitoring this policy: Mrs E Bradley**

**Review Annually  
(or in response to changes in legislation)**

**Updated January 2024**

**Review date January 2025**

**Proposed by the Headteacher**

**Mrs J. Cook**

**Chair of Governors**

**Mrs C. Roberts**

It is our intention to make Amblecote Pre-school genuinely accessible to children and families from all sections of the local community. To accomplish this:

We run under Section 27 Community Powers within the Amblecote Primary school's site. Our priority is to give places to children aged 3 and over who qualify for the early education funding. Our waiting list is arranged in order of date of birth, not date of application, considering all other relevant priorities (please see below).

We will allocate up to ten Rising 3 places, these will be children that are due to turn three in the subsequent term. They will contain a mixture of Time for Two funded places and paying places. These places will only be allocated once all three- and four-year-old spaces have been allocated and only if staff ratios and space is available.

We ensure that the existence of Amblecote Pre-school is widely known in all local communities.

Parents/carers and their children are warmly invited to view Amblecote Pre-school.

If they wish to apply for a place at Amblecote Pre-school, they need to complete an application form, which will be held on file. The Pre-school Manager will contact parents in the term before their child's intended admission date and the offer of a Pre-school place is made. An induction session is booked.

Further play sessions are booked after the induction and this enables the child to meet all the staff, their new friends, explore the surroundings and for parents/carers to ask any further questions that may have arisen.

Prior to admission, all paperwork relating to the child must be completed by the parents/carers and shared with the child's Key Person. This includes full details of any support required for a child with a medical condition (please see separate policy).

Parents/carers are entitled to claim early education funding for 2-, 3- and 4-year-olds.

Parents/carers do not have to accept all the sessions offered and have a choice to split them with another setting if they wish, however we strongly advise parents to take up their child's full 15-hour entitlement so that their child has continuity in the setting and so that they are well prepared to start in a Reception class.

Fees may also be charged if a child exceeds their 15 hours of funding across different settings. The fees are reviewed annually.

We have some 30-hour places to accommodate working parents; these places are reviewed on a regular basis.

Amblecote Pre-school has a 24-place morning session and a 24- place afternoon session. Places are allocated as per the criteria below:

1. Children looked after
2. To children for whom the setting is the most suitable available setting to meet either the child's special educational needs or medical needs.
3. For children who are currently at the setting (these children may want to move to a morning /afternoon session or take up the 30-hour offer)
4. For children accessing 30 hours (this is reviewed on a regular basis and there are limited places)
5. For children who are taking up the offer of the full 15-hour sessions (EEF or T4T)
6. To children who have a brother or sister already at Amblecote Primary school who will be attending the school at time of entry
7. Date of Birth order and children who are not taking the full offer of 15 hours.

If a parent declines a rising three place, this will have no impact on their three-year-old funded place. They will be kept on the waiting list ready to attend the term after the child's third birthday.

Completing the Pre-school application form does not automatically entitle your child to a place at Amblecote Pre-school.

Attendance at Pre-school does not guarantee the child a place at Amblecote Primary or give any advantage to this child in the Admissions process.