



South Marston Pre-School Admission Arrangements 2020-2021

1. Introduction

Diocese of Bristol Academies Trust (DBAT) is the admitting authority for South Marston Pre-School and is responsible for the pre-school's admission policy and arrangements.

2. Admission Criteria

- Children starting at age 3 years and over
- Maximum children in one session: 16
- Sessions offered: All day Mon – Fri 8.45 – 3.15 , Morning sessions Mon –Fri 8.45 – 11.45, Afternoon sessions Mon –Fri 12.15 - 3.15, Wrap around care Mon – Fri 11.45 – 12.15 / 2.45 – 3.15
- We offer places for new starters on a termly basis, with mid-term start dates available on an ad-hoc basis where there is availability
- Fees are payable termly. Extra hours have to be paid immediately.
- Application should be made directly with pre-school and staff need to see child's birth certificate/passport before application can be registered.
- We will contact you in the term before your child is due to start and confirm in this term if your sessions have been successful.
- We will accept all children who apply if we have places available.
- **Please note: A place in pre-school does not guarantee a place in the school's Reception class, and a separate application must be made for Reception admission.**

3. Fees

All fees are payable at the beginning of each term (6 terms). These are payable in advance via Bank transfer. If your child is absent charges will still apply. If you cannot pay your fees on time it is important that you contact the office on 01793 823379 immediately to let us know.

4. Charges

Late payment : Will incur a charge of 10% of the invoice total if payment is not made by the date specified on the invoice. The minimum charge is £5.

Late collection of your child : This will be charged at £5 and will commence at 5 minutes past collection time.

5. Oversubscription Criteria

If there are more applications than there are places at the pre-school, then the oversubscription criteria will be applied as follows:

A child who has a statement of special educational needs or Education, Health and Care Plan (EHCP) is required to be admitted to the pre-school named on the child's statement.

A	A looked after child or previously looked after child. <i>Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order.</i>
B	Any child who has a sibling attending South Marston CE Primary School/Pre-School at the same time as he or she is due to be admitted;
C	Children who are already in our provision and wish to extend their hours with us
D	Date of birth - (oldest to youngest)
E	All other children

Decider

In all cases where the pre-school is oversubscribed, distance will be used as a tiebreaker, and will be determined from the applicant's home address to the school. The distance between the applicant's home address and the school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the pre-school, with those living closest to the school receiving higher priority. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

Definitions and Details

Children with statements of special educational needs or Education, Health and Care Plan

Pupils with a statement of special educational needs or Education, Health and Care Plan at the time of allocation are required to be admitted to the school named on their statement or plan. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy ceases to apply.

Looked After Child

A 'Looked After Child' is a child who is:

- (a) in the care of a local authority, or
- (b) is being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.

This also applies to a 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child

arrangements or special guardianship order. If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided and the LA reserve the right to ask the parent to provide this.

A 'previously looked after child' is a child who:

- (a) ceased to be looked after because they were adopted (under the terms of the Adoption and Children Act 2002 Section 46 (adoption orders)), or
- (b) became subject to a child arrangements order (under the terms of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian (or special guardians)).

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

6. Other Definitions

Address

Home address

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. The pre-school will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the pre-school will consider the home address to be with the parent with primary day to day care and control of the child.

In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. If the Child Benefit letter is not available, a copy of the most recent bank statement where the Child Benefit is credited may be taken as residency, or the address stated on the NHS Medical Card of the child. Any other evidence provided by parents will also be considered by the Admissions Manager in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement but where they do not, the school will determine the home address.

Application Form

An application for a place at the pre-school for must be made using the printed application form (available within pre-school) or online via pre-school website.

Parent/Carer

This is defined as a person with parental responsibility (PR) or legal residency of the child. This could include a person who is not a parent but who has a Court Order

giving parental responsibility to them. An application will only be considered if made by a person who has PR.

Appeals procedure

As pre-school provision is non-statutory, the pre-school's decision will be final. There is no formal right of appeal. However, the Governing board can consider any concerns by parents regarding the allocation of places. If they agree that a child should have been offered a place then the child should be offered the next available place.

If a child is refused a place they will be placed on a waiting list. The list is held in order of the oversubscription criteria and therefore may change.



South Marston Pre-School

Registration Form

Key Information

Child's Surname			
Child's First Name(s)			
Known As			
Date Of Birth			
Sex	Boy		Girl
Religion		Ethnicity	
First Language			
Any Other Language spoken			
Parent/Carer 1	Relationship to the child		
	Parental Responsibility		Yes No
Name			
National Insurance Number			
Address			
		Post Code	
Email Address			
Telephone Number	Home		Mobile
Place of Work			
Job Title		Dept	
Address			
		Post Code	

Telephone Number		Ext.	
Able To Collect Child	Yes		No
Parent/Carer 2	Relationship to the child		
	Parental Responsibility		Yes No
Name			
National Insurance Number			
Address			
		Post Code	
Email Address			
Telephone Numbers	Home		Mobile
Place of Work			
Job Title		Dept	
Address			
		Post Code	
Telephone Number		Ext.	
Able To Collect Child	Yes		No

Do any other individuals have Legal contact arrangements with the child	Yes	No
If Yes please provide details below and a copy of relevant documentation		

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Emergency Contacts Other Than Parents/Carers

	Contact No. 1	Contact No. 2
Name		
Relationship To Child		
Address		
Tel. No		
Mobile No.		
Password for Collecting child		

As security is of the utmost importance we request that you inform the nursery of any delay or changes to collection arrangements. The person collecting your child should be known to the Pre-school and be aware of your chosen password.

Sessions Required

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM Session 8.45-11.45 £12					
AM Session 8.45-12.15 LUNCH TO BE PROVIDED BY PARENTS/CARERS £14					
Pm Session 12.15-3.15 £12					
PM Session 11.45-3.15 LUNCH TO BE PROVIDED BY PARENTS/CARERS £14					
Full Day 8.45-2.45 LUNCH TO BE PROVIDED BY PARENTS/CARERS £24					
Full Day 8.45-3.15 LUNCH TO BE PROVIDED BY PARENTS/CARERS £26					
Hot Meals can be provided by South Marston School. Please ask for details.					
Start Date					

Medical Details

Doctors Name:	
Address	
Tel. No.	
Health Visitor Name	

Address			
Tel No.			
Does your child have a Personal Child Health Record book (Red Book) If yes, please bring to induction visit.	Yes	No	

Are there any other services involved with the child or family ?			
Family Nurse	Yes	No	Date Involvement commenced
Name			
Contact Information and Telephone Number			
Social Worker	Yes	No	Date Involvement commenced
Name			
Contact Information and Telephone Number			
Speech and Language	Yes	No	Date Involvement commenced
Name			
Contact Information and Telephone Number			
CAHMS	Yes	No	Date Involvement commenced
Name			
Contact Information and Telephone Number			
Path Finders Team	Yes	No	Date Involvement Commenced
Name			
Contact Information and Telephone Number			
Any Other Service	Date Involvement Commenced		
Main Service Provided			
Main Contact Name			
Contact Information and Telephone Number			

Immunisations – Please Tick If Your Child Has Been Vaccinated Against The Following:

	Yes	No		Yes	No
Diphtheria			Tetanus		
Hib			Mumps		
Measles			Rubella		
Polio			Whooping Cough		
Details Of Other Vaccinations					

Has Your Child Had Any Infectious Diseases?	Yes		No	
If Yes Please Give Details				

Individual Requirements and Details

Has Your Child Any Food Allergies or Special Dietary Requirements?	Yes		No	
Please Give Details				
Are There Any Foods You Do Not Want Your Child To Have?	Yes		No	
Please Give Details				
Has Your Child Any Cultural Or Religious Requirements?	Yes		No	
Please Give Details				
Any Other Details That May Be Useful				

Consents

<u>Medical Treatment</u>		
I hereby give consent for the staff of South Marston Pre-School to ...		
Administer Emergency First Aid	Yes	No
Seek Emergency medical and dental attention including hospital treatment if it is deemed necessary	Yes	No
Administer medication	Yes	No
To apply a plaster when necessary	Yes	No

I understand that it is my responsibility to provide and apply sun cream hat and appropriate clothing during the summer months	Yes	No
Signature..... Date		

<u>Consent</u>		
I hereby give consent for the staff of South Marston Pre-School to ...		
To take my child on local walks within South Marston Village	Yes	No
To help my child with any problems they may have to go to the toilet e.g. wiping themselves		
Signature..... Date		

<u>Photographs</u>		
I hereby give consent for the staff of South Marston Pre-School to ...		
Photograph my child and for those photographs to be used in my child's file and displays around the nursery	Yes	No
Use photographs of my child taken at South Marston Pre-School in another child's file or diary (as a group)	Yes	No
Use photographs of my child in newsletters	Yes	No
Use photographs of my child on the school website	Yes	No
Signature..... Date		

<u>Sharing information</u>		
I hereby give consent for the staff of South Marston Pre-School to ...		
Share information about my child with other agencies such as : Speech and Language, Health Visitors, Special educational need support	Yes	No
Share my child's progress records with their Reception teacher.		
Signature..... Date.....		
Please note staff will share information without consent if they are concerned about the welfare of the child		

Name Of Person Signing:.....

Signature:..... Date:.....

Office use only

Details of Placement.....

Date Received.....Date Acknowledged.....

Staff Name.....Date.....

School Office given registration detailsDate

South Marston Pre-School

Terms and Conditions

Sessions: (Seaham)

Full Day Session = 8.45am – 3.15pm

Morning Session = 8.45am - 11.45pm

Afternoon Session = 12.15pm – 3.15pm

Morning Session with wrap around care = 8.45am - 12.15

Afternoon Session with wrap around care = 11.45am – 3.15pm

Fee Payment:

Fees must be paid in advance at the beginning of the term.

Payment is required by Bank transfer or cheque

A 10% administration fee will be charged for all late payments.

Sickness/ Absence:

Children who have, or develop, an infectious illness must be excluded from nursery for a minimum of 48hours.

This is in the best interest of the child and the other children and complies with regulations set out by the Environmental Health Department. The nursery must be notified of all absences.

Sickness or absence from Nursery does not qualify for a reduction in fees.

Clothing and Personal Items:

The pre-school cannot accept responsibility for loss or damage to personal items or clothing.

A pre-school uniform is available to purchase.

Parents should supply sufficient clothing for their child's daily needs and a spare set of clothing in case of accidents.

Sun cream and sunhats should be supplied in the warmer months. Suitable footwear and clothing for outdoors must also be provided.

Car Parking:

There is parking in car park next to School for dropping off and collecting children. Under no circumstances should any car be left parked in an unsuitable manner that could cause danger to children or to the general public.

AGREEMENT

I agree to comply with the terms and conditions set out by South Marston Pre-School.

Signed.....Date.....

Name.....

PRE-SCHOOL COPY

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Signed.....Date.....

Name.....

CUSTOMER COPY

