

**Newdigate Pre-School Admissions policy 2022/23**

A child will be eligible for admission to Newdigate Pre-School from the term after they turn two years old.

Admission will be subject to an application being made and places being available.

Please note that there is **no** automatic admission into the Reception Class of Newdigate Infant School for children attending Newdigate Pre-School. Parents will need to **reapply** for a place in Reception when their child reaches statutory school age.

We are a **term time only** Pre-School and offer 15 or 30 hour places as follows:

**30 hour places**

* 5 days per week - 9am to 3pm
* We will offer 30 hour places as follows:
  + 5 days funded by extended free early education (30 hrs funded)
  + 2 ½ days per week funded by free early education (15 hrs funded) and 2 ½ days per week funded by parent/carer
  + 2 ½ days per week funded by free early education for two year olds (FEET) and 2 ½ days per week funded by parent/carer
  + 5 days per week funded by parent or carer

**15 hour places**

* 2 ½ days at the start of the week - Monday & Tuesday 9am to 3pm and Wednesday morning 9am to 12pm
* 2 ½ days at the end of the week - Wednesday afternoon 12pm to 3pm, Thursday & Friday 9am to 3pm
* 2 ½ days over morning sessions only – Monday to Friday 9am to 3pm
* We will offer 15 hour places as follows:
  + 2 ½ days per week funded by free early education (15 hrs funded)
  + 2 ½ days per week funded by free early education for two year olds (FEET)
  + 2 ½ days per week funded by parent/carer

The admission of Pre-School children is delegated to the governing body of Newdigate Infant School. Parents wishing to apply for a place for entry in **September 2022** must complete the application form and submit it directly to the Pre-School (via the school office or Pre-School) **by the deadline date**. Subject to availability, we will also have a Spring and Summer admission date as shown in the model:

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| **Child start date** | **Deadline Date** | **Offer of a place** |
| Autumn Term Start  September 2022 | 3rd June 2022 | 13th June 2021 |
| Spring Term Start  January 2023 | 28th October 2022 | 7th November 2022 |
| Summer Term Start  April 2023 | 17th February 2023 | 27th February 2023 |

Please note that spaces are only allocated for admission into the Pre-School in the Spring and Summer terms **if** they are available following the first Autumn intake.

**Criteria for admission to the Pre-School**

The Governing Body of Newdigate Infant School will offer children a place in the Pre-School according to the criteria in the following order of priority:

1. Looked After Children and previously Looked After Children (see note i)

2. Where there is a social, special educational or medical need for a place at Newdigate Pre-School (seenote ii)

3. Siblings of children who will be on roll at Newdigate Infant School at the time of admission (see note iii)

4. Children whose parents wish them to attend Newdigate Pre-School (see note viii)

If it is not possible to offer places to all applicants who meet a particular criterion (1-4 above), places will be offered to children meeting the criterion whose home address is nearest the school. The distance is measured in a straight line from the address point of the child’s **home address** (see note vii), as set by the Ordnance Survey, to the nearest official school gate for pupils use. This is calculated using the Surrey Admission and Transports Team’s Geographical Information System. (See note iv).

The final decision with regard to admissions and the allocation of sessions will rest with the Governing Body of the school.

Admission to the school’s Pre-School **does not** guarantee admission to the Reception class of Newdigate Infant School. Application for a Reception place at the school must be made through Surrey’s Co-ordinated Admissions Scheme by the published deadline in order to be considered.

If it becomes apparent at any time that a parent/carer has made a fraudulent or intentionally misleading application, which has effectively denied a place to another child, the governors reserve the right to withdraw the place.

The Pre-School operates a waiting list for any places which may become available throughout the year. When such places come up, all children on the waiting list are considered and places are offered in accordance with the above admissions criteria at the date the vacancy is formally notified. Children remain on the waiting list until the parent requests they are removed or fails to respond to a letter asking if they wish to remain on the list.

**Guidance Notes**

**i) Looked After and previously Looked After** **Child**– a child who is in the care of the Local Authority or provided with accommodation by that authority; and a child who was previously in the care of the Local Authority or provided with accommodation by a Local Authority and who left that care through adoption, Child Arrangement Order or Special Guardianship Order.  Official confirmation of the child’s status will be required from the LA at the time of application in all cases.

**ii) A social, special educational or medical need** - a child who has a serious medical condition, special educational need or there are sensitive family circumstances which make it essential that the child attends Newdigate Pre-School, rather than any other.  Appropriate documentary evidence must be submitted at the time of application for consideration by the governors, making clear why attendance at this Pre-School is essential.

**iii) Siblings** – a brother/sister, half-brother/sister, step-brother/sister or adoptive brother/sister or foster children, living in the family unit at the same address in each case.

**iv)** The map of the **ecclesiastical parish of Newdigate** can be viewed at: <http://www.achurchnearyou.com/parishfinder.php>. or in the school office.

**v) Tie-breaker** – If it is not possible to offer places to all applicants in a particular category, places will be offered to children within the category whose home address is nearest the school. Measurements are by straight line distance using Surrey Admissions and Transport Geographical Information System from the child’s address point as set by Ordnance Survey, to the nearest school gate available for pupils to use.

**vii) Home address** – the child’s permanent address or in cases of shared custody, where s/he lives for the majority of the school week.

**viii) Parent** – a natural, adoptive, step or foster parent or other legal guardian.

* All applicants please note – governors reserve the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.
* We reserve a **certain number of places for 2 year olds**. In the instance that there are no applications for 2 year old FEET funded or parent funded places from applicants meeting criteria 1-4 we reserve the right to offer the remaining spaces to children who are due to start school in the next academic year.
* You can apply for FEET funding from the term your child turns two but you will not receive the funded hours until the following term. These terms are set by the Department for Education rather than following school term dates.

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| **Child born between** | **Can have a FEET funded place from** | **You can apply from** |
| 1st April to 31st August 2020 | September 2022 (Autumn) | April 2022 |
| 1st September to 31st December 2020 | January 2023 (Spring) | September 2022 |
| 1st January to 31st March 2021 | April 2023 (Summer) | January 2023 |

For more information about FEET funding please visit: [https://www.surreycc.gov.uk/people- and-community/families/childcare/paying/funded-early-education-for-2-year-olds-feet](https://www.surreycc.gov.uk/people-%20%20and-community/families/childcare/paying/funded-early-education-for-2-year-olds-feet). **All 3 and 4 year old children are automatically eligible for 15 hours of FEE** (Free Early Education) from the term after they turn 3 years old. Some 3 and 4 year old children are eligible for an additional 15 hours **(30 hours funded childcare for working parents**). For more information on 30 hours funded childcare for working parents please visit: <https://www.surreycc.gov.uk/people-and-community/families/childcare/paying/30-hours-funded-childcare-for-working-parents>.

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| **Child born between** | **Can have a FEE funded place from** |
| 1st April and 31st August 2019 | 1st September 2022 |
| 1st September and 31st December 2019 | 1st January 2023 |
| 1st January and 31st March 2020 | 1st April 2023 |

Parents can start using their Free Early Education (15 hours) from the funding period based on their child’s birthday:

Please read this admissions policy in conjunction with our Pre-School Terms and Conditions.

The Governors of Newdigate Infant School review this policy annually.