

## Newdigate Pre-School Admissions policy 2023/24

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

- Monday and Tuesday 9am-3pm, Wednesday 9am-12noon
- Wednesday 12noon-3pm, Thursday and Friday 9am-3pm
- Monday to Friday morning sessions only
- 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 must complete the application form and submit it directly to the Pre-School (via the school office or Pre-School) **by the deadline date as shown below.**

Child start date	Deadline Date	Offer of a place
Autumn Term Start: September 2023	9 <sup>th</sup> June 2023	19 <sup>th</sup> June 2023
Spring Term Start: January 2024	20 <sup>th</sup> October 2023	6 <sup>th</sup> November 2023
Summer Term Start: April 2024	9 <sup>th</sup> February 2024	19 <sup>th</sup> February 2024

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:

Updated July 2023

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 (see note 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.

Child born between	Can have a FEET funded place from	You can apply from
1st April to 31st August 2021	September 2023 (Autumn)	April 2023
1st September to 31st December 2021	January 2024 (Spring)	September 2023
1st January to 31st March 2022	April 2024 (Summer)	January 2024
1 <sup>st</sup> April to 31st August 2022	September 2024	April 2024

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>. **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>.

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

Child born between	Can have a FEE funded place from
1st April and 31st August 2020	1 <sup>st</sup> September 2023
1 <sup>st</sup> September and 31 <sup>st</sup> December 2020	1 <sup>st</sup> January 2024
1 <sup>st</sup> January and 31 <sup>st</sup> March 2021	1 <sup>st</sup> April 2024

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

The Governors of Newdigate Infant School review this policy annually.