



### **PRE-SCHOOL ADMISSIONS POLICY**

This is the Pre-School Admissions Policy for 2025/26 as determined by the Governors of Clayton-le-Woods Church of England Primary School.

The Pre-School class at Clayton-le-Woods Church of England Primary School is designed to accommodate a maximum of 26 Pre-School children in any given session of 3 years and above. We accept children doing 15 hours or more.

There are two, 3-hour sessions per school day.

The 15 hours can be taken as either:

A - Monday and Tuesday all day, and Wednesday AM

B - Wednesday PM, Thursday and Friday all day

Children can also do 3 full days (18 hours), 4 full days (24 hours), or 5 full days (30 hours/ full time).

You can state your preference on what days you would prefer if your child is doing 3 or 4 full days. **The pattern must be agreed before your child starts Pre-School.** Please note the pattern you agree to cannot be changed on a weekly basis; you must stick to the days requested.

If attending 15 hours but less than 30 hours, it will state which sessions are covered under the 15 hours and which sessions will be paid for.

Please note that when a 15 hour/30 hours FREE session falls on a bank holiday this cannot be moved to cover a paid session. The paid session will still need to be paid for.

The sessions can be funded either by 30 hours free childcare or 15 hours 3-year-old grant and/or paid for sessions.

Fees should be paid for weekly/monthly or termly in advance and paid either by Government Funding, bank transfer or via employers' voucher scheme. If being paid by vouchers, please let the office know which voucher company it is.

If paid for with the 30 hours free childcare please apply for the code on the government's website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) **before the term your child begins attending Pre-School.** This code and your National Insurance number needs to be brought into school and the Parental Agreement completed and signed.



The Pre-School is flexible with the use of nursery vouchers and additional extra paid for sessions. The extra sessions can be taken up only if there are sessions available. Extra sessions cost £14\*\*.

Provision will be provided term time only, across 38 weeks (190 school days) and term times will be linked to the school calendar.

The Pre-School and Reception staff work together across the Unit, consisting of two class teachers, three Level 3 TA's and our Sports Coach, Mr Molloy.

Sessions times are as follows

- 8:40am - 11:40am (doors open 8:40 for a prompt start at 8:50)
- 12:15pm - 3:15pm

A hot lunch can be provided at a supplementary cost of £2.50 per lunch. Lunch time is classified as 11:30am to 12:30pm. For more information see the EYFS Induction Booklet.

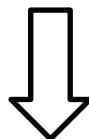
**1 month's notice** is required to withdraw a child from Pre School. This should be done in writing to the school office.

**Essential paperwork (including school permissions) must be completed prior to your child starting Pre-School. This is to ensure we have all relevant paperwork to contact parents if necessary, enrol your child and give your child the best possible start to their educational journey.**

For all enquiries, please contact Mrs Seers in the office at [bursar@clayton-le-woods.lancs.sch.uk](mailto:bursar@clayton-le-woods.lancs.sch.uk) or the Early Years Lead, Miss Eastham on [b.eastham@clayton-le-woods.lancs.sch.uk](mailto:b.eastham@clayton-le-woods.lancs.sch.uk)

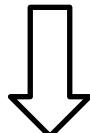
## **Pre-School Admissions Process**

Pre-School enquiry phone call/face-to-face (Office to complete enquiry form)

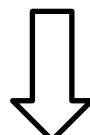




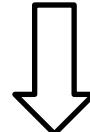
Offered show around (This will be with either be Mrs Bashora, Headteacher, Miss Eastham, EYFS Lead, or Miss Walmsley, Pre-School Class Teacher)



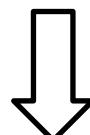
Show round (All Pre-School paperwork given: Admissions Policy, Application Form and admissions pattern sheet)



YOU HAVE 10 WORKING DAYS TO READ AND COMPLETE THE ADMISSIONS POLICY, APPLICATION FORM AND ADMISSIONS PATTERN SHEET IF YOU ARE WANTING A PRE-SCHOOL PLACE AND RETURN THE APPLICATION FORM TO THE SCHOOL OFFICE



Confirmation of Pre-School place (You will receive an email to confirm whether your application has been successful – see below for criteria if places are limited)



Additional paperwork sent out (Intimate Care form, All About me booklet, School Permissions, Child Collection sheet) - **Please ensure you complete and return these final documents before your child begins Pre-School so that we can enrol your child onto the system.**

### Clayton-le-Woods CE Pre-School

***Please read and complete the following and return to the school office.***

I/we wish to accept a Pre-School place for my child/ren.....

I/we accept the terms and conditions laid out above and will notify Pre-School if there are any changes regarding attendance or payment arrangements (vouchers, FREE hours etc).



If doing less than 30 hours each week, the sessions need to be on nominated days as per enclosed attendance pattern sheet.

I/we will inform Pre-School if I/we intend to withdraw my/our child from Pre-School under agreed terms.

I/we accept that if I have been offered a place and given a start date but then choose to defer this, I am not guaranteed the place the following term (this is dependent on number of applications received, and a possible waiting list).

I/we understand that it is our responsibility to update the Pre-School with any changes to your child's details, i.e. home address, emergency contact numbers, changes in family circumstances, medical needs, and so forth.

Signed ..... Signed .....

Parent/Carer (Title and full name) .....

Parent/Carer (Title and full name) .....

Date..... Date .....

**\*\*Prices subject to change**

## **ADMISSION POLICY**

The Governors' Admissions Committee meet annually with the person responsible for Early Years.

The Governors have agreed upon the following criteria for admission to the Pre-School, in order of priority, in the event that there are more applicants than places.

### **1(a) Children in public care and previously looked after children.**

This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.



'Looked after' means that the child was (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.

### **1(b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school.**

Supporting evidence from a professional, e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

### **2. Children whose parents/guardians live within the ecclesiastical parish of Whittle le Woods or St Ambrose Leyland, and also worship in a church in full membership of Churches Together in England.**

"Parental worshipping" is normally taken to mean a minimum of monthly attendance at church at public worship for over at least the 12 months leading up to the 1st September 2023.

The Governors will request confirmation of this from the relevant member of the clergy or church officer.

The lists of Churches can be found on the Churches Together in England website at [cte.org.uk](http://cte.org.uk); lists are taken as on 1st September 2023. Churches in membership of the equivalent bodies to CTE in Northern Ireland, Scotland and Wales are equally accepted.

### **3. Children who have a sibling attending the school on the date of application and on the date of admission.**

Siblings include step, half, foster, adopted brothers and sisters living at the same address.

### **4. Other children.**

Priority is given to pupils who satisfy the school's existing admissions criteria, where parents are willing to use their vouchers with the Authority from the beginning of the term following their child's third birthday.

#### **Tie break**

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where two addresses have the same distance, or the cut-off point is for addresses within the same building, then the



Local Authority's system of a random draw will determine which address(es) receive the offer(s).

### **Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

### **Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate for each full term.

### **Address of pupil**

The address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.



### **Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school as soon as possible.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

### **Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Twins**

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

### **General considerations**

Parents shall be allowed to add their child's name to a list in school once the child has reached an age of 2 years.

More detailed information concerning special needs criteria is available in school.

Normal admissions will take place during the first half of the Autumn Term and priority will be given to the children who will reach the age of three in the term prior to that of admission.



Admission to Pre School does not guarantee a place in Clayton-le-Woods Church of England Primary School. The school will admit pupils as per their existing admissions criteria.

### **Withdrawal of places**

If a child's attendance at the Pre-School is poor, consideration is given to withdrawal of the place which will then be offered to another child. An unexplained absence of three weeks will lead to review of allocation of the place.

### **Diocesan Supplementary Information Form** **Admission to Pre-School 2025/2026**

#### **Name of child:**

Surname ..... Christian names .....

Date of birth .....  Boy  Girl

**Name of parent/carer** .....

Address .....

Post code ..... Contact telephone  
number .....

#### **If you are applying to this school on faith grounds, please complete the following sections:**

**Place of worship** one of parents / guardians regularly attends:

Name of place of worship .....

Address .....

**Name of vicar / priest / minister / faith leader / church officer:**

Address .....

Post code ..... Telephone .....



**With God We Grow**

*Headteacher: Mrs S Bashora*

**Your faith leader will be contacted in order to provide the information.**