

# St Joseph's Pre-School Admissions Policy 2023-24 Including Terms & Conditions



I am special in God's eyes

We will be a happy, welcoming school with Christ at the centre, where everyone is recognised as special  
"Do not be afraid for I have redeemed you;  
I have called you by your name,  
you are mine.  
Because you are precious in my eyes,  
because you are honoured and I love you."  
Isaiah 43 : 2-5

## Basic Information

The Pre-School operates under the Governance of the school which is itself part of the St Thomas Catholic Academy Trust (STCAT)

**IMPORTANT INFORMATION: A Pre-School place does not provide automatic entry to our Reception classes. An application for a school place must be made to Buckinghamshire Council.**

As a registered provider, we are legally bound to meet the requirements of the Early Years Foundation Stage Framework and Ofsted regulations.

Prior to compulsory education, every child is entitled to receive thirty hours free Pre-School childcare from the start of the term following their third birthday. The free funded hours may be taken flexibly.

The aims and values of our Pre-School are in line with the aims and values of our school. We want to create a caring and stimulating learning environment where children are nurtured and flourish. As a Catholic Pre-School our children are introduced to an environment where Christian values of love and respect are a central part to the way we all live and act.

## ADMISSIONS PROCEDURE

The school Local Academy Committee is responsible for determining and administering the policy relating to the admission of Pre-School pupils. It is guided in that responsibility by the requirements of the law and the guidance of the Diocese and St Thomas Catholic Academies Trust.

1. Pre-School has a maximum of 48 places at any one time.
2. Parents wishing to apply for a Pre-School place for their child should refer to the most up to date information regarding our fee structure, arrangements for application and terms and conditions in Appendix 1 of this policy.
3. Places are offered in the term prior to a child's planned start date.
4. Please note that parents who decide to defer a Reception School place for their child (which ever school is offered to you) may **not** be able to continue to have a place at St Joseph's Pre-School as the place will have already been allocated to another child.

5. Applications will be ranked according to the admission criteria where there is over subscription.
6. Parents wishing to apply for a place for their child in Pre-School must complete a Pre-School Registration Form.
7. Sessions are allocated until all sessions are full. Subsequent sessions will be allocated as they become available with regard to the admission criteria.
8. Children holding a statement of Special Educational Needs or an Educational Healthcare Plan, naming the Pre-School, will be admitted according to the regulations and policy of the Local Authority.

## **2 YEAR OLDS**

The Local Academy Committee will admit a maximum of four funded 2 year olds per session. Priority is given to funded 2 year olds. We only admit children in the second term after a child has turned 2 years old.

## **ADMISSION CRITERIA**

The Local Academy Committee will consider all applications according to the criteria set out below without reference to the ability or aptitude of the child.

In the case of over subscription the Governors will give priority to the children in the following order:

- A. Looked after children
- B. Siblings of pupils attending St Joseph's Catholic Infant School & St Edward's Junior School in Aylesbury
- C. Children of members of staff at the school
- D. Baptised Catholic children, evidenced by a Baptismal certificate
- E. Applications not covered by any of the criteria A to D and whose parents are in sympathy with the ethos of the Pre-School.

**Within each category, where necessary, sessions will be allocated as follows:**

1. Children who already attend St Joseph's Pre-School at the time of application
2. Time on the waiting list – taken from when application form was received

Original Birth certificates, funding codes and completed admission and consent forms must be submitted to the school by the published deadline to secure sessions.

## **ADDITIONAL INFORMATION**

All parents have the right to appeal against an unsuccessful application in writing to the Headteacher.

## **Definition of terms:**

### **Parent**

- This is defined in law (The Education Act 1996), as either:
- both natural parents as long as they were married to each other at the time of the birth, or have married each other since; or
- any person who has 'parental responsibility' for the child or young person (defined in Children Act 1989); or

## **Looked After**

Looked after children as defined by the LA, including previously looked after 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), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted

The Code offers definitions as follows:

- Adoption order: 'under Section 46 of the Adoption and Children Act 2002'
- Child Arrangements Orders: is an order setting the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children's Act 1989 and Children & Family Act 2014.
- A 'child arrangements order is one setting the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8 as amended by the Children and Families Act 2014, Section 14).
- Special guardianship order: 'an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children's Act 1989

## **Sibling**

By sibling we mean a brother or sister. This means a brother or sister of the whole or half blood, or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.

For the main point of entry: Siblings of children who are attending St Joseph's School or St Edward's Junior School in Year R to Year 5 at the time the allocations are made, and are expected to be on the school roll or St Edward's School roll at the proposed time of admission, or who have already been offered a place to start in the current academic year at either school.

For immediate in year admission after the normal point of entry: Siblings are people who are in Year R to Year 6 at the time of admission.

In the case of twins, if only one child could be offered a place and there were twins (or higher multiples of birth) as the next allocation then the school would admit both (or higher multiples of birth) even if this goes above the admission number of the Pre-School.

## **PRE-SCHOOL SESSIONS**

St Joseph's Pre-School offer the following sessions – Monday to Friday (Term Time Only)

Morning sessions: 8.40am - 11.40am

Afternoon sessions: 12.10pm - 3.10pm

Parents of children attending both morning and afternoon sessions should note that there is a £2.00 daily charge for a child to remain in Pre-School for their lunch break. Alternatively, parents may wish to collect their child at 11.40 am and return them for the afternoon session start at 12.10 pm.

## **Appendix 1: Fee Structure, Terms & Conditions**

### **Important information:**

Our offer prioritises Funded Free Entitlement 2, 3 and 4 year old places with fee paid sessions offered subject to availability. Please be aware we currently limit the number of 2 year olds.

- Parents can register for both funded Free Entitlement sessions (eligibility must be confirmed) and fee paid sessions (See below for more details including the costs and timings of sessions).
- Sessions are allocated in line with the admissions criteria above.
- Funded Free Entitlement places are prioritised
- A signed Parent/Provider Agreement for a Funded Free Entitlement place must be completed before a funded period begins. This may be one term at a time or for up to three terms but a new form **must** be completed for each academic year.

### **There are three types of Parent/Provider Agreement for Free Entitlement forms:**

1. Parent/Provider Agreement for Free Entitlement – 2 year-olds (PPA-2YO)
2. Parent/Provider Agreement for Free Entitlement – Universal 3&4 year-olds (PPA-U) (15 hours per week)
3. Parent/Provider Agreement for Free Entitlement – Extended 3&4 year-olds (PPA-E) (30 hours per week)

### **Fees**

- There are no registration fees for any Funded Free Entitlement Places
- All fee paid sessions must be paid monthly in advance and are non-refundable. Please note a one off Registration Fee of £20 is applied
- There is no deposit required to secure a place at St Joseph's Pre-School though we reserve the right to change this in the future

### **Further Information**

- Fees and Free Entitlement sessions do not include the cost of nappies, nappy sacks and wipes which parents must provide.
- Parents must provide a packed lunch for Lunch Club. There is a fee to be paid for Lunch Club.
- Children do not wear school uniform at Pre-School. We ask you to send your children to school in comfortable clothes that are also suitable for messy activities
- If a child is absent for more than six weeks due to a family holiday or pilgrimage, their place will be offered to the next child on our waiting list and their funding will be stopped. Parents may reapply for a place on return.
- Children absent for a long period of time due to sickness will need to be recorded with a doctor's certificate. Their funded hours may be temporary reallocated; however, each case will be assessed individually.

### **Our offer is as follows:**

There are three possible options:

- Any morning sessions as available
- Any afternoon sessions as available
- or any full days as available

There is no other available offer. We give preference to parents requesting either all mornings/all afternoons and all day sessions.

If attending full days there is an expectation that the child will attend lunch club (payable).

Lunch club can also be added to the end of a morning session or beginning of an afternoon session and is chargeable. This must be booked and paid monthly in advance. Adhoc sessions are not possible.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning session</b>	<b>8.40 – 11.40 am</b> Funded/paid £20 per session	<b>8.40 – 11.40 am</b> Funded/paid £20 per session	<b>8.40 – 11.40 am</b> Funded/paid £20 per session	<b>8.40 – 11.40 am</b> Funded/paid £20 per session	<b>8.40 – 11.40 am</b> Funded/paid £20 per session
<b>Lunch Club</b>	<b>11.40 – 12.10pm</b> Paid £2.00 /session	<b>11.40 – 12.10pm</b> Paid £2.00 / session	<b>11.40 – 12.10pm</b> Paid £2.00 / session	<b>11.40 – 12.10pm</b> Paid £2.00 / session	<b>11.40 – 12.10pm</b> Paid £2.00 / session
<b>Afternoon session</b>	<b>12.10 – 3.10 pm</b> Funded/paid £20 per session	<b>12.10 – 3.10 pm</b> Funded/paid £20 per session	<b>12.10 – 3.10 pm</b> Funded/paid £20 per session	<b>12.10 – 3.10 pm</b> Funded/paid £20 per session	<b>12.10 – 3.10 pm</b> Funded/paid £20 per session

Our opening hours are as above, are term time only and cover 38 weeks of the year.

Pre-School is closed for five in service training (Inset days). These will always be the same as the school Inset days and are available to view on our school website.

The following combinations of Pre-School provision are available:

- A Funded place for 15 hours
- A Funded place for 15 hours with Lunch Club (payable)
- A Funded place for 15 hours with Lunch Club and pay for an additional 15 hours (equivalent to 5 full days)
- If you are eligible, a Funded place for 30 hours with Lunch Club (payable)

Parents will receive an invoice/confirmation of booking. Funded session places will be shown as a zero on the invoice. Lunch Club, if chosen, will also be identified separately. Payment is required to be made via a Parentmail Account which will be set up when a child starts in Pre-School. Please note that help may be available for those in receipt of Early Years Pupil Premium.

**Please note:**

- Expressing a preference does not guarantee a place in your preferred option
- 30 hour funded places are subject to a valid eligibility code that has to be verified with Buckinghamshire Council. In the event of a 30 hour place being reserved and the eligibility code is not valid, then parents must either reduce the number of sessions or be able to pay the relevant fees.

**Information on Free Entitlement Funding**

Funded Free Entitlement sessions are free at the point of delivery with no additional payments due

**Two-year-olds**

- A child will be entitled to the free hours from the academic term **after** both of the following conditions are satisfied: (1) the child has attained the age of two (2) the child or parent meets the eligibility criteria. Free childcare for 2 year olds Buckinghamshire Council. Term cut off dates are fixed as 31st March, 31st August and 31st December. For example, a child who turns two on 2nd April will not be eligible to take up a place until September even if the academic Summer term starts on 3rd April.

- Assessment and proof of eligibility: a parent/carer must confirm eligibility before a place can be offered as an ineligible child will not be funded. Proof of eligibility exists when the parent/carer is able to show the provider a written statement from Buckinghamshire Council confirming the child's name, date of birth and date of eligibility. Buckinghamshire Council EY Commissioning must always check the details of families before eligibility can be confirmed.
- Once eligibility is established, Buckinghamshire Council will continue to fund a child who continues to access a place until the end of the term following their third birthday, when they can take up the universal offer as a three-year-old. This two-year-old place will continue to be funded even if the family circumstances change and they no longer meet the eligibility criteria.
- Parents of two year olds who meet the eligibility criteria or move into Buckinghamshire part-way through the year, then Buckinghamshire Council will pro-rata the funding accordingly. For example, a child who starts one week after the start of the term will lose one week's funding calculated as 15 hours under the term time only offer and the weekly Standard Hours under the stretched offer.
- Out of county residents: Buckinghamshire Council does fund eligible two-year-olds for the free entitlement who are not resident in Buckinghamshire where Buckinghamshire Council and that Local Authority have entered into a reciprocal funding agreement

### **Three- and four-year-olds (universal entitlement)**

- All three year olds are entitled to access early education funding from the start of the term following their third birthday.
- Should a three or four year-old take up their entitlement place after their eligibility date or move into Buckinghamshire part way through the year, then funding will be applied pro-rata. For example, a child who starts one week after the start of the term will lose one week's funding calculated as 15 hours under the term time only offer and the weekly Standard Hours under the stretched offer.

### **Three- and four-year-olds of working parents (extended entitlement)**

- A child will be entitled to the additional free hours from the term after both of the following conditions are satisfied: (1) the child has attained the age of three; (2) the child's parent has a current positive determination of eligibility from HMRC.
- The child's parent must apply for the additional entitlement through the Government's online Childcare Service. Eligibility for the additional free hours is determined by HMRC through this online application. <https://childcare-support.tax.service.gov.uk/par/app/applynow>
- The additional 570 free hours per year need to be taken over no fewer than 38 weeks of the year (i.e.: 15 hours per week) and up to 51 weeks of the year where the offer is stretched. The additional hours will only be funded at the start of the term following the "yes" decision by HMRC providing the parent receives the eligibility code start date by either 31st March, 31st August and 31st December. For example, an eligibility start date of 1st January means the additional 15 hours will not be funded till 1st April.

### **Important things to remember:**

- A months notice is required to change paid sessions.
- Parent's wishing to withdraw their child from St Joseph's Pre-School are required to give one month's notice. Our term dates follow the same dates as the main school. Parent's wishing to withdraw their child sooner than this are able to but will not be able to claim Free Entitlement funding with another provider for the remainder of that half term unless the child meets exceptional criteria, as agreed by Buckinghamshire Council.
- Parents claiming an Extended Entitlement (30 hour) funded place must be aware that it is their responsibility to reconfirm their eligibility code every 3 months with the HMRC. In cases where eligibility is not agreed then the extended entitlement place maybe lost following a grace period.
- Parents can access Funded Free Entitlements over a maximum of two sites in a single day

- Parents using more than one provider must inform each provider of the situation on the parent/provider agreement form
- Parents who decide to use more than one provider (i.e. St Joseph's Pre-School and somewhere else) and are eligible for the extended entitlement must declare which setting they are claiming the universal hours from (15 hours) and which one they are claiming the extended hours from (the additional 30 hours) on the Parent/Provider Agreement form
- Children who are eligible for funded places will be able to have a 'settling in' period over a maximum of four weeks, provided a parent/provider agreement is in place. By the end of the four weeks the child must be attending the hours as set out in the agreement
- Parents are required to pay a 'late charge' of £5 for every half hour that they are late beyond the session end time
- Parents are still required to pay for any booked sessions, lunch club, am and pm sessions if the child is on holiday or off sick. Booked unused sessions are not transferrable to alternative days.
- Payment for invoices must be made monthly in advance and by the invoice deadline. Parents will not be able to access any paid sessions until the invoice has been paid. Please note we will still seek payment of the invoice whether the paid sessions have stopped or not.
- Parents who are not offered a place at St Joseph's Pre-School will have their applications placed on a waiting list and managed in line with our admissions criteria as set out in our admissions policy
- Once a place has been offered and the parent/provider agreement form has been signed:
- Parents will be asked to complete an information sheet about their child, telling us about their likes and dislikes
- Parents must complete an application form which records all information that we require to know about a child.
- Parents will be invited to a meeting prior to their child starting Pre-School.

At St Joseph's School, we have a very inclusive, diverse school community and we expect our Pre-School to be the same. As such, we welcome all children and their families regardless of their cultural background, economic circumstances or faith. We support children with SEND and actively promote equal opportunities and British values.

We will always try to be as flexible as possible to meet the individual needs of our children whilst always considering the effect this may have on children who are already attending the setting

**Other useful information:**

- Eligibility for free childcare can be checked at <https://www.childcarechoices.gov.uk/>
- For full details of the Local Authority management of the free entitlement for 2, 3 and 4 year olds please see Buckinghamshire Council's guidance on Local Management of the Free Entitlement for 2, 3 and 4 year olds

Name of Child:	Date
Parent Name	Parent Signature