



CHRISTIAN MALFORD, SEAGRY AND SOMERFORDS' WALTER POWELL PRIMARY SCHOOLS

Pre-school admissions policy

Approved by: Local Board

Adopted: 19th November 2018

Due for review: November 2019

1. Policy statement

Although Diocese of Bristol Academies Trust ('DBAT') is the overarching admissions authority for its Academies, it is the delegated responsibility of each Academy to determine their own admission arrangements for pre-schools. Christian Malford, Seagry and Somerfords' Walter Powell Schools annually determine the admission arrangements for the pre-schools; carry out any consultation on substantive changes and publish the admission arrangements on their websites.

In accordance with requirements, we will consult local stakeholders when changes are made to the Admissions Policy for Pre-schools. If, following the annual review of the policy, no changes are proposed, no formal consultation will take place.

2. Pre-schools

The pre-schools are as follows:

Pre-school	Acorns Pre-school	Seagry Pre-school	Walter Powell Pre-school
School	Christian Malford	Seagry	Somerfords' Walter Powell
Age range	2 – 4 years	2 - 4 years	2 – 4 years
Days open	Monday - Friday	Monday - Friday	Monday – Thursday
Hours offered	8.30-3pm	9.00-3.15pm	8.45-3.00pm
Places in each session	21 (with no more than eight two year olds in each session)	16 (with no more than four two year olds in each session)	16 (with no more than four two year olds in each session)
Hourly rates – 3 and 4 year olds	£4.20	£4.20	£4.20
Hourly rates – 2 year olds	£4.50	£4.50	£4.50

3. Application process

To apply for a place an application form must be completed and submitted to the pre-school manager. Applications are accepted through-out the year and forms are available by request from the pre-school manager. The pre-schools are committed to accepting all children who apply if there are places available.

Once the application form has been reviewed the pre-school manager will contact the applicants within in two weeks during term time and confirm whether a place can be offered for the sessions requested and agree a start date.

A place at the pre-school does not guarantee a child a place at the school. Parents must follow the primary school application process to apply for a place at the school.

4. Oversubscription criteria

Children who already attend the pre-school will be given the opportunity to pre-book increases in hours for the remainder of the time their child attends the pre-school. This

process will reserve the hours for them and will be taken into account when offering places to children who are not already registered with the pre-school

If there are more applications than places available places will be allocated to children in the order the completed application forms were handed to the pre-school manager.

If a child has not attended pre-school for two consecutive weeks without giving the pre-school manager notice of their absence and return date the pre-school manager will use their discretion to offer the place to a child on the waiting list.

If the pre-school has places in sessions that have not originally been applied for on the application form these will be offered to any children who did not originally get offered a place. If the parent does not accept this offer the child will be added to the waiting list.

5. Waiting Lists

Pre-school managers will maintain a waiting list. Children will be listed in the order their application forms were received and places offered to children as they become available. Parents can ask where their child is on the waiting list.

6. Appeal process

As pre-school provision is non-statutory, the school’s decision is final and there is no formal right for appeal. However, if concerns are raised about the allocation of pre-school places parents should contact the Local Board via the school office and these concerns will be considered. If the Local Board agree that a child should have been offered a place then the child will be offered the next available place.

7. Monitoring and review

The Local Board will monitor and review this policy every year. This policy was approved by the Joint Local Board on 19th November and will be reviewed in November 2019.

Signed:

Chair of Joint Local Board

[] Pre-school
Application & Medical Details Form

I have read the [] Pre-school Information Pack and wish to apply for a place for my child at [] Pre-school. I understand that:

- My child may be assessed against the seven desirable learning outcomes as required by OFSTED
- On occasions a student may help at [] Pre-school on work experience for a relevant course
- Some of the information recorded on this form will be used to compile statistics on school careers and experiences of pupils from different ethnic backgrounds. The information will be passed on to the Local Authority and the Department for Education (DfE) to contribute to local and national statistics, and to help ensure that all pupils have the opportunity to fulfil their potential.

Signature Print name Date

Surname of child	First names (underline name generally used)	Boy or Girl
Date of birth	Proposed term and year of entry	Nationality
Child's Religion	Country of birth	First language
Birth certificate number		

Please underline the name of each adult who has parental responsibility.

	Mother/Guardian	Father / Guardian	Carer
Full name & title:			
Address:			
Home tel no:			
Work tel no:			
Mobile tel no:			
Email address			
Service Personnel (Please circle)	YES/NO	YES/NO	

Hours required – Sessions and hours are different for each pre-school. The table in the individual pre-school application forms reflect this.

Please tick the hours you would like your child to attend.

Hours	Monday	Tuesday	Wednesday	Thursday	Friday
Early Morning 8.30am – 9am					
Morning 9am – 12noon					
Lunch 12noon – 1pm					
Afternoon 12noon – 3pm					

Induction morning

We like to invite all new children for an induction, please tick your preferred day(s):

Monday	Tuesday	Wednesday	Thursday	Friday
Please provide details of any people who may regularly deliver or collect your child, or who we may contact in an emergency?		Name: Tel No: Name: Tel No:		
What is the password that should be used to give permission for the collection of the child?				
Is there any specific person to whom your child should not be handed over?				
Your doctors details:		Name: Address: Tel No:		
Your Health Visitor's details:		Name: Tel No:		
Your child will be given milk or water to drink mid-morning. Please let us know is he/she is allergic to milk.				

Does your child have any other allergies or severe reaction to stings or bites? If so, please give details		
Has your child had any serious injuries or illnesses?		
Does your child have any medical condition and are they taking any medication for the conditions, eg asthma and asthma inhaler?		
<p>What immunisations has your child received?</p> <p>Please tick:</p> <p>Diphtheria, Whooping Cough, Tetanus</p> <p>Poliomyelitis</p> <p>HIB</p> <p>Measles, Mumps, Rubella (MMR)</p> <p>Booster: DIP and Tetanus, Polio, MMR</p> <p>Any other, please give details</p>	<p>1() 2() 3()</p> <p>1()</p> <p>1()</p> <p>1()</p> <p>1() 2() 3()</p>	
Is your child fully potty trained?		
Does your child already attend a pre-school or other establishment away from his/her primary carer? If yes, please provide Name and address, hours attended and funded hours claimed.		
Does your child have a favourite TV character, toy or hobby? (This may help pre-school staff to settle your child in the first few visits)		
Is there any other information which the pre-school should know or which would help your child to get the most from his/her time with us? (e.g. cultural, religious or special needs)		

Ethnicity Data Collection Form

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history.

Ethnic background is not the same as nationality or country of birth.

The Information Commissioner (formerly the Data Protection Registrar) has recommended that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Please study the list below and **tick one box only** to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

White	Code
• <input type="checkbox"/> White British	WBRI
• <input type="checkbox"/> White Irish	WIRI
• <input type="checkbox"/> White Traveller / Traveller of Irish Origin	WIRT
• <input type="checkbox"/> White Turkish / Turkish Cypriot	WTUR
• <input type="checkbox"/> White Eastern European	WEEU
• <input type="checkbox"/> White Western European	WWEU
• <input type="checkbox"/> White Gypsy	WROM
• <input type="checkbox"/> White Roma	WROM
• <input type="checkbox"/> White other	WOTW
Mixed	
• <input type="checkbox"/> Mixed White and Black Caribbean	MWBC
• <input type="checkbox"/> Mixed White and Black African	MWBA
• <input type="checkbox"/> Mixed White and Asian	MWAS
• <input type="checkbox"/> Any other mixed background	MOTH
Asian or Asian British	
• <input type="checkbox"/> Indian	AIND
• <input type="checkbox"/> Pakistani	APKN
• <input type="checkbox"/> Bangladeshi	ABAN
• <input type="checkbox"/> Nepalese	ANEP
• <input type="checkbox"/> Other Asian	AOTA
Black or Black British	
• <input type="checkbox"/> Black Caribbean	BCRB
• <input type="checkbox"/> Black African	BAFR
• <input type="checkbox"/> Any other Black background	BOTH
Chinese	
• <input type="checkbox"/> Chinese	CHNE
Any other ethnic background	
• <input type="checkbox"/> Filipino	OFIL
• <input type="checkbox"/> Japanese	OJPN
• <input type="checkbox"/> Moroccan	OMRC
• <input type="checkbox"/> Thai	OTHA
• <input type="checkbox"/> Any other Ethnic Group	OOEG

This information was provided by:
 Parent
 Pupil

I do not wish an ethnic background category to be recorded REFU

[] Pre-school

Permission Sheet

Child's full name:

	Initials
I give permission for [] Pre-school staff to take my child on field trips as and when advertised <div style="text-align: right;">Initials</div>	
I give permission for my child to receive basic first aid / medical treatment / anaesthetic in an emergency / application of sun cream when appropriate <div style="text-align: right;">Initials</div>	
I give permission for my child to receive face paints <div style="text-align: right;">Initials</div>	
I consent to [] Pre-school or authorised agents taking photographs and/or images of my child for the following purposes: a) Internally by [] Pre-school e.g. to create a diary or archive of pre-school activities or may be used directly by the children themselves in activities such as making Mother's Day cards <div style="text-align: right;">Initials</div> b) Local publicity by [] Pre-school e.g. displayed at events organised by the pre-school such as the Easter Fair or Christmas Party <div style="text-align: right;">Initials</div> c) For publicity by external media e.g. the Gazette and Herald published a photo of the children to mark the pre-school's 25 th anniversary <div style="text-align: right;">Initials</div>	
[] Facebook page is another means of keeping parents informed through regular posts and photographs. In addition, it helps us to raise the profile of the Pre-School. We realise that as parents you are able to share photographs and include them on your own Facebook pages. However, this is a potential safeguarding risk. Please ensure that you gain permission from parents before you post pictures on your Facebook pages and ensure that if you do share photographs you DO NOT INCLUDE CHILDREN'S NAMES.	I confirm that pictures of my child may/may not* be included on the [] Preschool Facebook page. I confirm that I will not share pictures and/or include names from [] Preschool Facebook page.

SignedPrint name
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I understand that I may withdraw or modify my consent at any time but that it is my responsibility to contact [] Pre-school of this change.

Signed:

Full Name (Print):

Date:

Return checklist:

<input type="checkbox"/> Application & Medical Details form	<input type="checkbox"/> Permission Sheet <input type="checkbox"/> Ethnicity form	<input type="checkbox"/> Birth certificate seen to confirm date of birth
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