



Date Policy Agreed by Governors:	December 2022	Date Policy to be Reviewed:	December 2023
----------------------------------	---------------	-----------------------------	---------------

Preschool Admission Policy

Introduction

Children who attend the Preschool at Hallgate Primary School will be introduced to our school values and will learn about expectations regarding demonstrating these values to one another. Each child will be valued and cared for as a unique individual. We aim to make Hallgate Preschool accessible to and inclusive of all children and families.

Hallgate Preschool is for children who are 3 and 4 years old only; it runs during school hours and during term time only. Children who attend Preschool are, however, welcome to attend our Breakfast and After School Clubs.

Admissions

The admission arrangements for Preschool adhere to criteria set by the East Riding of Yorkshire local authority. The present admission limit is set at 30 places, which is based on the physical space available within Preschool. Children are admitted to Preschool at the start of the school term following their third birthday, as shown below:

1st April to 31st August	Autumn term start
1st September to 31st December	Spring term start
1st January to 31st March	Summer term start

This means that some children will be eligible for five terms in Preschool, some for four and some for three. There will be a common start date for new starters each term, which is usually the first day of the term.

Attendance at Hallgate Preschool **does not** in any way guarantee a school place at Hallgate Primary School, nor does it give priority over children who do not attend the Preschool. All places for Foundation Stage 2 (the first year of school) follow the local authority admission arrangements, details of which can be found here: <https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/schools-and-school-places/school-admissions-and-catchment-finder/normal-school-admissions/>

School Visits

Starting Preschool is an important step and it is important that parents have the opportunity to make an informed decision. Parents are therefore welcome to visit, to ask



any questions they may have and see the Preschool for themselves. Please contact the school office to make arrangements and the Headteacher, Mrs Shiels, will be happy to show you around.

Key Information

- Academic years are from 1st September to 31st August.
- Hallgate Preschool cares for children aged 3 years to almost 5.
- Children usually start primary school in a reception class (FS2) in the September of the academic year in which they turn 5.
- Free Early Education funding is provided by the government; every child aged 3 or over is eligible for up to 15 hours funded childcare per week for 38 weeks a year. More information is available here:
<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>.
- Depending on your circumstances, you may also be eligible to 30 hours free childcare, more information available here
<https://www.gov.uk/30-hours-free-childcare>
- At Hallgate Preschool, a parent may apply for as many additional hours as they choose (up to 30 hours per week which includes the free 15 hours). Allocation of spaces will depend on availability and there is an additional charge for these hours, if you are not eligible for 30 hours free childcare.
- The free entitlement can be shared between two settings, if required.
- 30 hours does not include hours at breakfast and after school club. Please note that places for preschool children at Breakfast / After School Club are limited, as a result of staff:pupil ratios at these times of the day.
- It is an expectation that children attending preschool are able to use the toilet independently.
- We will be unable to carry out assessments and progress measures for children who attend preschool for less than 15 hours per week. This means that children who attend for fewer hours will not have parents evening / reports / assessment information in the same way as those who are with us for at least 15 hours per week. You will, however, still have regular communication with preschool staff and receive relevant information and updates throughout the year.

Procedures

- Expression of Interest forms are available on our school website and from the school office. Parents are also required to complete the East Riding Parental Agreement and Declaration Form for the Delivery of Free Early Education once a place has been allocated. A copy of the child's birth certificate will be required, as proof of age.
- The child's name will then be placed on the waiting list; the school office staff are responsible for managing the waiting list, in accordance with the school and local authority admission policies.



- Each child will be offered their entitlement of 15 hours in the first instance. Places will be allocated to parents wishing to make use of the full 30 hours provision, if sessions are available.
- At the application deadline date, if there are more places available than applications, then all children will be offered a place. Any applications made after the deadline date will be offered places until the provision is full.
- Should the Preschool have any vacancies, parents may be able to book additional sessions at a cost of £12 per 3 hour session (subject to change). Payments made for additional sessions must be in advance and are non-refundable. Payment is made via an online payment system, details of which will be provided once a place is allocated.
- If there are more applications than places available, then oversubscription criteria will be used; the date of application will not be taken into account. These criteria have been agreed by our governors and are as follows:
 - a. Looked after children in the care of the local authority / Children with identified special educational needs.
 - b. Children who live in the school's catchment area.
 - c. Children who already have siblings at Hallgate Primary School.
 - d. Date of birth - oldest children will be allocated first.
 - e. Children who are applying for a place at Hallgate. [However, please note that attending Preschool does not guarantee that a FS2 school place will be allocated - see above.]
- Once full, applications will be placed on a waiting list and will be allocated in accordance with the over-subscription criteria. The Governors at Hallgate are keen for as many children as possible to access the preschool.
- Any parent wishing their child to take up less than the 15 hour allocation may do so at the discretion of the Headteacher, depending on the demand for places.
- At the discretion of the Headteacher, some children may be allocated additional sessions due to family circumstances.
- Please note that the school reserves the right to review the provision offered for those children who are regular non-attendees.
- Parents who are offered a place for their child and decide to defer entry will be placed on the waiting list and their application considered alongside other applications.
- Parents will be informed via email that a place has been allocated, along with the expected start date and further information about starting school.

Preschool Sessions

The Preschool sessions at Hallgate are arranged as follows:

- A. Five morning sessions
- B. Five afternoon sessions
- C. Monday and Tuesday full days, plus Wednesday mornings
- D. Wednesday afternoons, plus Thursday and Friday full days



Session timings are as follows:

	Start Time	End Time
Mornings:	8.45	11.45
Afternoons:	12.15	3.15
Full Days:	8.45	3.15

Lunchtimes

Children attending full day sessions will be expected to stay in school during the lunchtime period.

There is a nominal charge of approximately £2 per day for lunchtime supervision (subject to change). This will contribute towards the cost of employing a lunchtime supervisor. Payment is made via an online payment system, details of which will be provided once a place is allocated.

Preschool children who are staying in school over lunchtime are welcome to stay for a school dinner. Details of this, including cost and menu, are available on our school website or from the school office. Children who attend Preschool may be eligible for Free School Meals, depending on criteria set by the government:

<https://www.gov.uk/apply-free-school-meals> Receipt of Free School Meals would also cover the additional cost of lunchtime cover.

Safeguarding

The health and safety of all children is of paramount importance. Parents send their children to Preschool with the expectation that a safe and secure environment is provided, in which their children can be cared for and flourish.

In order to ensure this, we have a wide range of measures in place:

- We follow whole school safeguarding and child protection policies, which are updated annually and available on our school website. Mr Sheppard is the Designated Safeguarding Lead and Mrs Shiels is the Deputy DSL. All concerns are logged and will be followed up in line with our safeguarding policies.



- All staff have had the required training and the single central register is kept up to date; all staff working in Preschool have an Enhanced and Barred Disclosure and Barring Service check (DBS) in place.
- Staffing ratios are compliant with government guidelines.
- Risk assessments have been completed to ensure all activities that take place are safe. The Health and Safety Policy, which is updated annually, is also followed.

Monitoring

Implementation of the policy will be reviewed by the school governors on a termly basis, when reviewing pupil numbers and admissions.

Policy Review

The policy will be reviewed annually. The last review took place in September 2022.