

Tanfield Lea Community Primary School

Pre School Admissions Policy



Opening Doors, Enriching Lives

Head Teacher – Kay Hemmings

Chair of Governors – Carole Dillon

Reviewed July 2020

The school adheres to the admission policy as written by the Local Authority. A brief summary of the policy is shown below. Fuller details may be obtained from the main office at the school.

Pre-School

All three and four year old children in England are entitled to free, part-time Early Learning, Care and Development. It lasts for up to two years, until children reach statutory school age. Children can attend Tanfield Lea Community Primary School Pre-School on a part-time basis for 15 hours a week, for 38 weeks a year. Due to the nature of our school buildings we can only offer places for 2.5 successive days (i.e. not mornings or afternoons but full days). Children will be admitted to the Pre-School at the beginning of the school term after they have turned three years old.

We currently have the capacity for up to 52 nursery aged children (15 hours).

Child Born Between	Term of Eligible Entry
1 April – 31 August	September intake
1 st September – 31 st December	January intake
1 st January – 31 st March	April intake

Parents may apply for their child's name to be placed on a waiting list from the beginning of the school year (1st September to 31st August) in which the child has his/ her second birthday. A form can be collected from the main office or accessed on the website. The form must be returned to the main office at the Tanfield Lea Community Primary School.

There is no catchment area for places but policy dictates that preference will be given to children who live within the administrative area of Durham Local Authority.

All children have equal access to places in Pre-School regardless of race, gender, religious belief, intellectual, physical, social or cultural background. Criteria for admission to Pre-School is based on age.

Children are admitted in the term following their third birthday, depending on the number of spaces.

Attendance is on a part time basis. Children are offered 15 hours a week and this is organised in two sessions – Monday through to Wednesday morning (11.30 a.m.) OR Wednesday afternoon (12.45 p.m.) through to Friday afternoon – full days are 8.55 until 3.10 including lunch.

There may be a limited number of 30 hour places. Preference is given to ensuring that all children can access a 15 hour placement first.

If it looks as though our provision will not be full then we may offer rising 3s an earlier start (by 1 term). There would be a charge for this unless the child is eligible for a 'golden ticket' or meets the eligibility criteria for a funded place for the early education entitlement at two years. This would be allocated on a first come, first served basis.

Transition to Reception - PLEASE NOTE:

There is no automatic transfer from Pre-School to Reception and if you want a reception class place for your child you **must** make an application. Durham Local Authority encourages applications to be made on line, the website address is as follows:- www.durham.gov.uk/schooladmissions

Applications for Reception must be made by the January before the September they would start in Reception. You need to submit your application on time in order to have the best chance of getting the place you want.

The admission limit in Reception at Tanfield Lea Community Primary School is **50**. As a maintained Primary school in Durham Local Authority all admissions are made directly through the Local Authority. The number is 03000 260000 and you need to request Primary Admissions.

However, we do encourage parents to contact school and make an appointment to view the school before completing admission forms.

In the event that pre-school is oversubscribed the places will be allocated using the following admission criteria:

1. **Looked After Children.**
2. **Children in Need** - as defined by the Children Act (1989), i.e. those who are unlikely to achieve or maintain or have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services of the Local Authority. Applications under this criterion would need to be supported by an appropriate professional stating that attendance at a particular school is essential.
3. **Medical reasons.** If claiming medical reasons, parents/carers must provide evidence from the doctor that the child has a medical condition which means that admission to a particular school is essential.
4. **Age.** Places will be allocated to older children first to introduce them to their learning journey ahead of starting school.
5. **Older brother or sister** in attendance at the school at the date when the pupil is to be admitted. This includes step-children and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address as part of the same family unit. The authority accepts that in some family units children may not be natural brother or sister.
6. **Distance** from the school. Priority is given to children who live nearest the school. This will be measured in a straight line (as the crow flies) from the centre point of the child's permanent home address to the centre point of the preferred school using the local authority computer system. Those children who live closest to the school will be those who get priority for places.

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.



Tanfield Lea Community Primary School



Application for a Pre-School Place

Child's Name:

Address:

Postcode:

Telephone Number:

Email:

Child's Date of Birth:

Name, address and emergency contact of all who have parental responsibility :

1.

2.

Has your child been offered a place at another nursery?

Yes

No

If your child has a Statement of Special Educational Needs or will require additional support in Nursery, please inform us as soon as possible.

When would you like your child to attend?

Monday, Tuesday and Wednesday morning

Wednesday afternoon, Thursday and Friday

If available, might you be interested in accessing 30 hours? Yes No

Date of Application:

Signed:

To be completed by the school

Date of child's entry into Early Years Provision: