

## CHRIST CHURCH MORETON C.E. PRIMARY SCHOOL

### PRE SCHOOL ADMISSIONS POLICY



Together we can do all things through Christ who  
strengthens us

Reviewed policy agreed by Governing Body on:
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Reviewed policy shared with staff on:
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Policy to be reviewed again on:
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*“The goal of early childhood education should be to activate the child’s own natural desire to learn.” –  
Maria Montessori*

## Our Mission Statement

Our mission is to love all children who are part of our community helping them develop respect, tolerance, self-confidence and to become the best they can be.

We will support our children to develop their God given gifts to the full and encourage a life-long passion for learning which will successfully lead them into secondary school and beyond.

As a church school at the heart of Moreton community, our work is underpinned by the Christian values of *love, hope, forgiveness, joy, peace and service* which Jesus helps us to achieve.

We are a welcoming, caring and inclusive school committed to working in partnership with parents, governors, Christ Church and Chester Diocese Academy Trust.

We strive to provide a rich and varied curriculum which reflects God's concern for the whole child; promoting spiritual, moral, cultural, physical and emotional wellbeing alongside academic excellence and independence.

As a school community, we all work together to provide the very best for our pupils and families; firmly believing that:

**Together we can do all things through Christ who strengthens us**

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## Our school Vision

***Contributions from parents, pupils, staff and school Governors have determined the priorities for our school vision***

A consistent school vision shared by all based on the following:

Love must be completely sincere. Hate what is evil, hold on to what is good. Love one another warmly as Christians, and be eager to show respect for one another. Work hard and do not be lazy. Serve the Lord with a heart full of devotion. Let your hope keep you joyful, be patient in your troubles, and pray at all times." *Romans 12:9-12*

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**Contents**

**Section 1 – Overview**

**Section 2 – Pre School Places Overview**

**Section 3 – Application process**

**Section 4 – Local Authority Universal Funding**

**Section 5 – Extended 30 Hours Funding Eligibility**

**Section 6 – Additional Oversubscription**

**Section 7 – Extension of 30 hours to children in foster care**

**Section 8 – Withdrawing offers**

**Section 9 – Delayed starts and withdrawn places**

**Section 10 – Non-attendance**

**Section 11 – Refusal of admission**

**Section 12 – Data protection**

**Section 13 – Monitoring and review**

# Christ Church (C of E) Primary School

## Pre School Admissions Policy



### Section 1 - Overview

Christ Church Primary School aims to provide a Pre School experience for children that is affordable, high-quality and geared towards a smooth transition into a Reception class.

The Governing Body is the admission authority and is responsible for setting the school's Pre School Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at our school.

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DfE (2021) 'School Admissions Code'
- DfE (2022) 'School Admission Appeals Code'
- DfE (2018) 'Early education and childcare'
- DfE (2018) 'Early years entitlements: operational guide'

This policy operates in conjunction with the following school policies:

- EYFS Policy
- Charging and Remissions Policy
- School Admission Policy
- Data Protection Policy
- Attendance Policy
- LAC Policy
- CDAT Data Protection Policy

The Pre School will implement an effective policy to ensure equality of opportunities for all, provide a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all. Admissions to the Pre School will be open, fair, inclusive and non-discriminatory.

### Section 2 – Pre School Places Overview

Children are eligible for free childcare at Christ Church Primary School from the term after their third birthday; the school has three intakes per year – the start of the Autumn, Spring and Summer terms. Children are able to join our Pre School from their third birthday onwards. Our Pre School can accommodate a maximum of 24 children per session and parents have flexibility to request part time or full day sessions and have the option to add wrap around care to these. Parents have the option to pay for sessions once their child turns three years old, or select for their child to begin the term after their third birthday when they are entitled to either 15 universal hours or 30 hours extended funding. Parents wanting to access the universal 15 hours free childcare for three- and four-year-olds do not need to apply for this through the digital childcare service. The Local Authority will ensure that any three- or four-year-olds including those moving to England from another country, can access their free place on the same basis as other children. Parents wanting to access the 30 hours free childcare entitlement must apply to do so through the digital childcare service. Parents are able to access the 30 hours of free childcare for 38 weeks out of the year – i.e. during term time. The school receives funding for Pre School on a termly basis from the Local Authority. Therefore, if you accept a place in our Pre School, it is expected that your child will complete each term in full. Parents will have the option to request a change to their child's session for the following term, this must be done in writing with at least half a term's notice. School cannot guarantee these requests will be fulfilled and all requests will be considered with session availability in mind, school will then respond in writing to confirm if the requested changes can be fulfilled. Funding will not be available to a new provider during a term, except in exceptional circumstances. Funding is able to be split between different settings, however this must be clearly indicated on application forms prior to your child starting in Pre School. In order to support families with siblings at Christ Church Primary School, timings of sessions have been organised to mirror the times of the school day.

The sessions offered to Pre School children are as follows:

<b>Any combination of the following from Monday to Friday, depending on session availability</b>
Morning CC4C** 8.00-9.00am <b>£4</b>
Morning Session 9.00am-12.00pm <b>£12</b>
Morning + lunch* 9.00am-12.30pm <b>£12 + £2</b>

Lunch + Afternoon 12.00 -3.30pm <b>£2 + £12</b>
Afternoon Session 12.30-3.30pm <b>£12</b>
All day Session* 9.00am – 3.30pm <b>£26</b>
After School CC4C** session 3.30-5.30pm <b>£7</b>

Lunchtime sessions are available to children as part of part time or full day places, a charge of £2 per day will be invoiced to parents to cover supervision and care. Parents have the option to use any funding they are not using from their 15 or 30 hours to cover lunchtime sessions. This must be requested as part of the application process. In these instances, parents can opt for their child to have a school meal and this will be charged at a reduced rate of £1 per day. Alternatively, parents can send their child in with a packed lunch and there will be no further charges as the surplus funding will cover all lunchtime care and supervision.

### Section 3 - Application process

Admissions to our Pre School provision will not in any way increase children's chances of admission to Christ Church Primary School. Three intakes are processed in each academic year for children to start at the beginning of the Autumn, Spring or Summer Term.

Parents/Carers are able to submit an 'Expression of Interest' form prior to the application window for their child's start term. This should be submitted to the school office. Any Parents/Carers that have submitted an 'Expression of Interest' form, will be contacted approximately a week before the relevant application window opens with a reminder to submit their official application form. Completing an 'Expression of Interest' form does not qualify as an application to our Pre School and does not guarantee a place.

Parents/Carers choosing to send their child to our Pre School be required to complete an application form available from the school office in order to request a place. As part of this application form, Parents/Carers must indicate the sessions they would like their child to attend along with personal information for the child and confirm if they would be eligible for Universal 15 hours, or Extended 30 hour funding. Parents/Carers will be required to complete the EYFE1B Wirral Funding form along with our Christ Church Pre School Application Form at the time of application.

Parents/Carers must submit their application within the application windows outlined below:

Term Starting in Pre School	Application Window (2023-2024 academic year)
Autumn Term	1 <sup>st</sup> May 2024 to 1 <sup>st</sup> June 2024
Spring Term	2 <sup>nd</sup> October 2023 to 1 <sup>st</sup> November 2023
Summer Term	8 <sup>th</sup> January 2024 to 9 <sup>th</sup> February 2024

Parents/Carers are required to provide their child's birth certificate and proof address when submitting their application form to the school office. Once the application window for each term has closed, the applications are processed and places will be allocated on a first come, first served basis. In the instance of oversubscription and more applications for places than we have space for, each application will be considered individually, and use the following list, in line with our whole school admissions policy, to help make the decision on offering a place.

Priority will be given in the following order:

1. Looked after children and previously looked after children.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school.
3. Children whose parents/guardians are faithful and regular worshippers in the Parish Church of Christ Church, Moreton
4. Children whose parents/guardians are faithful and regular worshippers in a neighbouring Anglican Church for whom this is the closest Church of England school.
5. Children whose parents/guardians are faithful and regular worshippers of another Christian denomination, as recognised by Churches Together in Britain and Ireland and for whom this is the closest Church of England school.
6. Children who have a sibling in school who will still be attending school the following year.
7. Children resident in the parish of Christ Church, Moreton. A map showing the parish is available from the School Office and on the school website.
8. Other children.

Where there is a tiebreak scenario within the above criteria, priority will be given firstly to a child who lives closest to the Pre School based on a straight-line measurement, then by date of birth, with the older child given priority.

Parents/carers will then receive a formal written offer which they will need to accept or decline in writing prior to their child's admission term. As part of the application processing procedure, the Pre School may need to take account of current confirmed places so it cannot guarantee all parents' requests will be fulfilled. In the instance that a request cannot be fulfilled, Parents/Carers will be consulted and offered any other available sessions.

As outlined in our EYFS Policy, Parents/Carers will be offered opportunities to bring their child to attend settling sessions prior to starting in Pre School.

Information regarding fees and charges for our Pre School can be found in our school Charging and Remissions Policy.

### **Section 4 – Local Authority Universal Funding**

The Local Authority is required to secure free places offering 570 hours childcare a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the Local Authority from the relevant dates outlined below. Children are eligible for free childcare from the relevant dates outlined below up until the beginning of the term following their fifth birthday. With regards to the age criteria, children will be eligible as follows:

- Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday
- Born between 1 April-31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday
- Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday

### **Section 5 – Extended 30 Hours Funding Eligibility**

Parents of children aged three and four must meet one of the following criteria in order to be eligible for 30 hours free childcare:

- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they do not need to meet the income criteria for 12 months)
- The parent is seeking the free childcare to enable them to work
- One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
- One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
- If a non-European Economic Area national, the parent has recourse to public funds Parents should check their own eligibility for the scheme using the government's Childcare Choices website or childcare calculator.

If parents are eligible, they will be directed to the digital childcare service to apply. Parents can only start claiming their 30 hours free childcare the term following the date they receive a decision from HMRC. For this reason, parents are urged to apply as soon as possible. If eligible, parents must provide the school office with their unique code to confirm they are eligible for the scheme, together with their National Insurance number and child's date of birth. As the free childcare cannot be claimed until the code has been verified, parents should provide the school with this information as soon as possible in order to avoid delay, there is a relevant section on the EYFE1B Wirral Funding form for Parents/Carers to complete this.

Parents will be prompted every three months by HMRC to reconfirm that they remain eligible for free childcare. The Local Authority will audit the eligibility codes during the year to identify any parents who have fallen out of free childcare eligibility. The Local Authority will notify the school as soon as possible where parents have fallen out of their eligibility. The school will then notify parents to remind them to renew their eligibility code. It is the parents' responsibility to renew eligibility codes. If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time. If a parent falls into their grace period before their child has started a 30 hours place, they should not take up their 30 hours place. The grace period will not continue once a child has reached compulsory school age.

A parent who becomes ineligible during the first half of a funding block will have their free childcare funded until the end of that funding block (i.e. 31 March, 31 August, 31 December) or for as long as their child remains under the compulsory school age, whichever is shorter. A parent who becomes ineligible in the latter half of the funding block (i.e. up to the last day of the funding block) will be funded until the end of the following funding block or for as long as their child remains under the compulsory school age, whichever is shorter. If a parent becomes ineligible for the 30 hours free childcare, they will still be entitled to Universal 15 hours of free care for their child.

### **Section 6 – Additional Oversubscription**

Children who have an EHC plan that names the nursery/Pre School are admitted before the oversubscription criteria is applied. Children with an EHC plan that does not name the nursery will be referred to the Pre School's admissions manager to determine an appropriate place, in accordance with the Local Authority's Fair Access Protocol. The

Governing Board may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the Pre School.

### **Section 7 - Extension of 30 hours to children in foster care**

Children in foster care are also eligible for the additional hours, provided that they meet all of the following criteria:

1. Accessing the extended hours is consistent with the child's care plan, placing the child at the centre of the process and decision-making;
2. That, in single parent foster families, the foster parent engages in paid work outside their role as a foster parent; and
3. In two parent foster families, both individuals engage in paid work outside their role as a foster parent. In accordance with criteria 3, if one individual is not a foster parent, then they must be in qualifying paid work and earn a minimum of the equivalent to 16 hours at National Minimum Wage or National Living Wage to be eligible.

There is no requirement on the type of work or number of hours that a foster parent must work in order to access the 30 hours, and there is no minimum earnings limit – although they must be engaging in paid work. Children in foster care will continue to be eligible for the Universal 15 hours regardless of the working status of their foster parents. There is no requirement to access the full 30 hours if this is not necessary.

To apply for the additional hours, foster parents must apply directly to the Local Authority – there is no requirement to apply via the childcare service. When initiating an application, foster parents are required to inform the child's social worker. A designated individual, as determined by the Local Authority, will counter-sign the foster parent's application to confirm eligibility. This may be, for example:

- The child's social worker; or
- A supervising social worker; or
- An independent reviewing officer appointed by the Local Authority to protect the child's interests throughout the care planning process.

In some cases, the Local Authority may deem it appropriate for the application not to have a second signature – this will be agreed between the Local Authority and foster parent before the application is made. The signed form (by the parent only) will be sent directly to the contact within the Local Authority who is responsible for issuing codes. The Local Authority has the flexibility to develop a policy and procedure for establishing the eligibility of children in foster care. Any process developed will be proportionate, flexible and aligned with existing process as far as possible, with the focus being ensuring consistency with a child's specific care plan.

All foster parents will have access to the Local Authority's locally agreed policies and procedures for determining eligibility. In particular, foster parents will be provided with the following:

- The role of the designated person
- Who the designated person is and how to contact them
- What evidence the foster parents should be expected to provide
- How the foster parent should pass the form to the LA
- How/if the evidence will be stored once the form is completed and approved
- The timeframe by which the designated person will respond to any application – this will be no later than four weeks from the receipt of the application.

Where the Local Authority determines that an application for the additional hours is not consistent with a child's care plan, they will not be eligible, regardless of whether parents satisfy the other criteria outlined at the start of this section.

Where an application is approved, details will be entered onto the eligibility checking system where a record will be created for the child. Once the code is generated, this will be sent to parents via email and the child's social worker will be informed that the code has been issued. Once foster parents have received the code, the process is the same as that outlined in section 5 of this policy. Foster parents will be required to re-confirm their eligibility every three months and will be prompted in advance of the deadline. The Local Authority is free to determine the exact evidence required from foster parents to re-confirm eligibility, which will be made clear to parents during the initial application. At a minimum, the Local Authority will be satisfied that:

- The placement is still ongoing;
- Accessing the additional hours is still consistent with the child's care plan; and
- The foster parents are still engaging in paid work outside their role as a foster parent.

If a foster parent is unhappy about the decision made by the Local Authority, they should follow the Local Authority's complaints procedure and contact the child's social worker.

### **Section 8 - Withdrawing offers**

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer by the reply date
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

### **Section 9 – Delayed starts and withdrawn places**

If parents decide to withdraw their child from the nursery after being offered a place, they must give the school at least four weeks' notice. Parents may be charged for this period. Notice of a delayed start or withdrawal must be in writing.

### **Section 10 - Non-attendance**

In line with our school Attendance Policy, parents/carers must inform the school as soon as possible if their child is unable to attend for the whole or part of a day when they are due to attend. Parents/Carers must give a minimum of four weeks' notice if they wish to reduce the level of provision their child receives. This requirement applies both before and after provision begins.

### **Section 11 - Refusal of admission**

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age

As nursery education is not compulsory, parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child. Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

### **Section 12 - Data protection**

The Pre School will act in compliance with the Data Protection Policy when processing personal data. When processing and publishing information, the Pre School will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the Pre School will ensure it is kept up-to-date and the Local Authority will ensure that the rights of data subjects are reserved at all times. Please refer to our school Data Protection policy for further information.

### **Section 13 - Monitoring and review**

This policy is reviewed annually by the EYFS Lead, Governing Board and Headteacher.