

Shillington Lower School



ADMISSIONS POLICY (Pixie preschool)

Author, date and title	Reviewed on	Next review due date
Sarah Woodham	September 2018	September 2019
Scarlett Greenman	September 2019	September 2020
Angela Phillips	September 2020	September 2021
Angela Phillips	September 2021	September 2022
Sarah Woodham	September 2022	September 2023
Sarah Woodham	September 2023	September 2024
Sarah Woodham	April 2024	September 2025
Sarah Woodham	November 2025	September 2026

As a Values School, Shillington Lower ensures that all its policies, principles and practices adhere to the Values Education ethos.

We are committed to recognising, valuing and respecting the diversity of our school community. We adhere to the Local Authority's Equal Opportunities Policy and the Equality Duty 2010. We welcome all members of the school community irrespective of race, ethnic or national origins, religious and political beliefs, gender, disability, sexuality, age, marital status and linguistic ability. We will ensure equality and value diversity, and address any unfair treatment, discrimination and prejudice.

Head teacher: Date:

Chair of Governors:..... Date:

ADMISSIONS POLICY FOR PIXIE CLASS

Rationale

Shillington Pixie Class caters for children between the ages of 2 years 9 months and 4 years old. Children will be admitted in the term they turn 2 years and 9 months. It is part of Shillington Lower School and shares the school's values.

Aim

Our aim is to provide a happy, safe and stimulating environment, which enables all children to be able to learn extensively through high quality play.

Parents and carers should be aware that attendance at Shillington Pixie Class does not automatically guarantee admission into Shillington Lower School. There is a separate admissions process to apply to enter the reception class (Rainbows) and full information can be found on the Central Bedfordshire Council Admissions site.

The School Admissions Service can be contacted on 0300 300 8037, <http://www.centralbedfordshire.gov.uk/school/admissions/landing.aspx>.

The policy is:

- The governors will admit up to 20 children (16 if any child is aged 2 due to different adult:child ratios required. 1:5 for 2 year olds and 1:8 for 3 year olds) per session into Pixie Class and will review this number periodically, with a maximum of 5 2-year olds per session.

<https://www.openanursery.co.uk/nursery-ratio-calculator-staff/>

- Parents wishing their child to attend Shillington Pixie Class need to register with the school office. An application form needs to be completed, child's birth certificate and proof of address are required to register the child. It will then be acknowledged that they have registered an interest - it is NOT an acceptance of a place in the pre-school.
- Children are admitted three times a year at the beginning of each term. Places may be offered at other times if they are available. Parents/carers will be required to pay for the hours requested unless funding has already been applied for at the beginning of term.
- Priority will be given to those who want at least 15 hours per week. Minimum number of sessions per week is 2.
- Hours attended over and above the funded hours will be charged for and must be paid by the date stated on the invoice.
- Sessions are not inter-changeable. A half term's notice must be given of any cancellation or changes to requirements.
- The Governing Board determines and reviews the scale of charges at least annually.
- In-term entries into Pixie Class will be allocated on availability of spaces.
- If applicable, parents must complete funding forms each term.

Waiting List Criteria

In the event of more applications than available places the governors will maintain a waiting list. If a place becomes available in Pixie Class, it will be offered according to the following criteria:

1. Children of staff at Shillington Lower School or Pixie Class.
2. Children wanting at least 15 hours per week.
3. Children who have siblings already attending Shillington Lower School or Pixie Class.
4. Children living in the Shillington Lower School catchment area.
5. Any other children.

If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, with those living closer to the school receiving the higher priority.

Appeals

There is no statutory right of appeal against the decision with regard to admission to a pre-school class. Parents wishing to object to a decision concerning their application should put their concerns in writing to the Head Teacher.