



# **Pre-school Admissions Policy**

**January 2024 – August 2025**

## 1. The Ethos of Exwick Heights Primary School

Exwick Heights is a large and vibrant Primary School on the North-Western edge of Exeter. We aspire for our pupils to achieve **academic excellence** and **personal empowerment** and this is underpinned by our values of **kindness, curiosity, and determination**.

At Exwick Heights we believe in the potential of every pupil to achieve greatness. Our dedicated and passionate team is committed to providing a high-quality education that challenges and inspires. We strive to create an environment where pupils not only excel academically but also develop a love for learning that will last a lifetime.

## 2. Early Years Funding

- 2.1. Parents can check to find out what funding they are entitled to receive through the governments [Childcare Choices website](#).
- 2.2. We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours.
- 2.3. There may be some children who are only attending for bought hours and some that only attend for funded hours.
- 2.4. The maximum amount of funded time that can be taken in a day at Exwick Heights Primary School is 6 hours; parents cannot use more than two sites for funded early years places in one day.

## 3. Admissions to the Pre-school

- 3.1.
  - Exwick Heights Primary School admits:
  - Early Years funded three and four year olds from the start of the funding period following their third birthday.
  - Non-funded three and four year olds from the age of three provided they have capacity.

## 4. Points of Admission to Pre-school

- 4.1. Generally, children will start at Pre-school at the beginning of a term. Eligibility for all three-years-olds to receive the Early Years Funding is at the start of the funding period following their third birthday.
- 4.2. This funding will be paid up until the time when the child reaches compulsory school age if the parent chooses to defer or delay entry into school.

<b>If a child is born (or reaches 9 months) between:</b>	<b>Funding can be claimed from:</b>
1 January and 31 March	1 April following the child's birthday
1 April and 31 August	1 September following the child's birthday

1 September and 31 December	1 January following the child's birthday
-----------------------------	--

- 4.3. There is a legal requirement that all children begin **full time education** by the beginning of the term following their **fifth** birthday. All places offered in reception are for **full-time admission** in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

## 5. Patterns of attendance available

- 5.1. Our school makes an **offer** for the **universal** 570-hour (15 hours) funding entitlement and the 1140 hour extended entitlement (30 hours) funding of:

Morning sessions of 9.00am to 12.00

Afternoon sessions of 12.00 to 3.00pm

All day sessions of 9.00am to 3.00pm during term time only.

If you choose an afternoon or an all day session, this includes the lunchtime period that is 12.00 – 1.00pm. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Entitlement.

- 5.2. The school has signed the Provider Agreement and is compliant with the requirements for funded hours.

## 6. Extended Hours

- 6.1. Families with three- and four-year-olds that have an 11-digit code because they are working and eligible for the 30-hour **extended entitlement** can have up to 1140 hours **stretched across a year** or 30 hours a week over 38 weeks of the year. NB: some families may choose to attend more than one provider and want to stretch the entitlement across the year in one provision and take some funded sessions during term time in another.
- 6.2. We are unable to offer a longer day for Pre-school children but Foxhayes Playclub may have availability for wrap around care and holiday provision. Please contact them directly on 01392 208773 or foxhayesplayclub@outlook.com.
- 6.3. When allocating places, the schools Nursery Admissions Panel take the extended services for three- and four-year-olds that are run by the school to be an integral part of the nursery provision.
- 6.4. If parents want to buy additional hours on top of the 15 funded hours entitlement, they can do this during most of our opening times. We sell a 3-hour long session which will be charged at £15.00 (£5.00 per hour).
- 6.5. The table below sets out the session times that you can choose. When applying for a place please use this [application form](#).
- 6.6. Below are the sessions that you can choose. We claim funding on this basis. If you decide to collect your child early or drop them off later, you must tell us. By doing this you will either lose out on some of your funded entitlement hours or be paying for time that you have chosen not to take.

## Our Model is:

Session choices	Hours	Bought or Funded
Morning sessions 9.00am to 12.00	3	As part of the EYEF or bought
Afternoon sessions 12.00 to 3.00pm	3	As part of the EYEF or bought
All day sessions 9.00 to 3.00pm	6	As part of the EYEF or bought

## 7. Charging

- 7.1. There is no charge for applying for a place, for admission or for the provision of the funded entitlements. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities are compulsory.
- 7.2. The school must comply with Devon County Councils Provider Agreement.
- 7.3. Details about buying additional sessions are set out on our website.

## 8. Help with the cost of childcare

- 8.1. Our school accepts childcare vouchers for any recognised childcare voucher provider.
- 8.2. Our school is [registered](#) for [tax free childcare](#).
- 8.3. Find the right offer for you on [Childcare Choices](#).

## 9. School Lunches

- 9.1. [Free school meals](#) (FSM) must be provided for children (whose parents meet the [eligibility criteria](#)) **only** if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. Parents must check eligibility through the [Citizens Portal](#).
- 9.2. Children who do not meet the eligibility criteria for free school meals in our Pre-school are offered the opportunity to either buy a school lunch or bring a packed lunch.

## 10. Visiting

- 10.1. We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our Pre-school. If you would like to visit us, you should contact the school to make an appointment. Please contact our administration team on 01392 209030 to arrange this.

- 10.2.** Most children will start at the Pre-school at the start of the term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another early year's provider. However, if we have places available and an application is submitted, we will offer a place.
- 10.3.** Places are not allocated to a child automatically, even where:
- there is an older sibling attending the school.
  - a child attends a particular toddler group or Children's Centre attached to the school.
  - a parent has expressed an interest at any time in the school; or
  - the child has always lived close to the school.
- 10.4.** No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

## **11. How to apply for a Pre-school place**

- 11.1.** To apply for a place here you must use this [application form](#).
- 11.2.** The closing dates for applications for the Pre-school intake are 1 April, 1 July and 1 January. You can apply after these dates, but your application may not be considered until after all the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

## **12. Information provided in an application**

- 12.1.** We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend Pre-school, and this disadvantages another child.
- 12.2. Before making an application** parents need to have checked their extended entitlement funding (15 and 30 hours) [here](#); evidence of eligibility will be checked before an offer of a place is made.
- 12.3.** Parents with three- and four-year-olds should check to see if they are eligible for Early Years Pupil Premium funding before making an application by completing this form [Early Years Pupil Premium Application Form](#)
- 12.4.** If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.
- 12.5.** You will be asked to provide **date of birth evidence** so we can check your child's age.

## **13. What happens next**

- 13.1.** If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available will the **governing body** prioritise applications according to the oversubscription criteria.

- 13.2.** The applications will be listed in order of priority. We do not consider the sessions requested when prioritising the applications.
- 13.3.** We will endeavour to give the hours requested on the Parent Declaration Form. It is inevitable, however, that some parents who have been prioritised will not get the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.
- 13.4.** By 1 May, 1 October, and 1 February we will contact successful parents to welcome them to the Pre-school and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

## 14. Overview of the Admissions Process

<b>Visit the Pre-school in:</b>	Spring term	Summer term	Autumn term
<b>Apply by:</b>	1 May	1 September	1 January
<b>Receive a letter about your application before:</b>	May half term	October half term	February half term
<b>Reply to the letter</b>	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school
<b>Start at Pre-school</b> (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

## 15. Published Nursery Admissions Number (PNAN)

- 15.1.** This is the number of places we intend to make available for our normal Pre-school intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.
- 15.2.** The governing body also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published.
- 15.3.** If there is an increase in the demand for places the governors may decide to increase the PNAN to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.

**15.4.** The table below sets out our Published Nursery Admissions Number (PNAN) for 2024/25

<b>The maximum number of 3 and 4-year-old children that will be admitted at any one time is:</b>
--

32 per session
----------------

**15.5.** Where the number of applications exceeds the number of places available the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

### **OVERSUBSCRIPTION CRITERIA FOR THREE- AND FOUR-YEAR OLDS**

A child with an Education, Health, and Care Plan (EHCP) naming the school or nursery will be admitted<sup>[12]</sup>.

1. Looked after Children<sup>[13]</sup> and children who were previously Looked After but immediately after being Looked After became subject to an adoption order, a child arrangements order (CAO), or a special guardianship order (SGO)<sup>[14]</sup> including those who were in state care outside of England and ceased to be in state care because they were adopted.
2. Priority will next be given to children or parents with an exceptional medical or social need<sup>[15]</sup> to attend this nursery.
3. Priority will next be given to the children of **members of staff** who have been employed at this school for at least two years or who were recruited within the last two years to fill a vacancy for which there is a skills shortage.
4. Priority will next be given to children who live in the schools **designated area** who have a **sibling** at the school or nursery.
5. Priority will next be given to all other children who live in the schools **designated area**.
6. Priority will next be given to children who live **outside** of the schools designated area with a **sibling** at the school.
7. **Other children.**

<sup>[12]</sup> These children meet the eligibility criteria for two-year-old funding.

<sup>[13]</sup> These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children act 1989 section 22 (1)) by a Local Authority.

<sup>[14]</sup> These children meet the eligibility criteria for two-year-old funding and for Early Years Pupil Premium

<sup>[15]</sup> Evidence from a medical specialist or social worker must be provided.

## **16. Waiting lists**

**16.1.** Following the allocation of Pre-school places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.

**16.2.** If a place is only available for a short period of time, i.e., half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the Pre-school for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.



## 17. Increasing the hours attended

- 17.1. If there are parents of children that already attend the Pre-school who want to either take up additional funded hours and/or buy extra hours a list of those parents will be made, and the oversubscription criteria will be applied to determine who should be given priority for the available session/s.
- 17.2. The admissions panel should work their way down this prioritised list until everyone has been offered the sessions available.
- 17.3. If there are unfilled sessions remaining after those in attendance have been given the sessions those sessions will be made offered to children on the prioritised waiting list.

## 18. Admissions appeals

- 18.1. If a Pre-school place is refused, parents can go through the school's complaints process found [here](#) to express their concerns. The governing body will review the decision and decide whether the refusal was justified on the grounds that the Pre-school is full. Even if it is agreed that the Pre-school was full, it will also consider the impact on the child and family and may still award a place at the Pre-school if there is both the physical space and sufficient staff available.

## 19. Transport

- 19.1. No transport is available for Pre-school children.

## 20. Uniform

- 20.1. Children attending Exwick Heights Primary School Pre-school **are not** required to wear a uniform although many do. Some of the items required (green jumper which the school logo) can be purchased from Thomas Moore and the rest of the uniform can be bought from retail outlets.

## 21. Claiming the Early Years Funding

- 21.1. The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day. The provider claims the funding on your behalf based on the sessions that have been booked.
- 21.2. It is important that both the school and parent can see what time is funded and what time is being bought.
- 21.3. Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

## 22. Changes to attendance

- 22.1. Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both a) and b) below to determine within each group which children should be given priority for the unfilled places.
  - a) Parents whose children already attend the Pre-school to **increase or change the times their child attends**.



- b) **New applications** from parents whose children do not yet attend the Pre-school and are on the prioritised waiting List.

**22.2.** It is expected that parents will ensure that their child attends at the times agreed so that children can establish a good routine and be ready to start school.

## **23. Induction and transition arrangements**

**23.1.** You and your child will be invited to a taster session during the half term before their child is due to start. Children can start for the full amount of agreed session at the start of the term if you so wish.

## **24. Contacts and further information**

<b>Headteacher</b>	Mrs Gemma Wills
<b>Nursery Contact</b>	Mrs Melanie Powell
<b>E-mail:</b>	<a href="mailto:admin@exwickheights.devon.sch.uk">admin@exwickheights.devon.sch.uk</a>
<b>Telephone:</b>	01392 209030
<b>Website:</b>	<a href="https://exwickheights.devon.sch.uk/">https://exwickheights.devon.sch.uk/</a>