



**Studham Village CE Academy
Preschool Admissions and Charging Policy 2021-22**

‘Learning to Care, Caring to Learn – All Flourishing as Children of God’

The Application Process

Studham Village CE Academy Preschool takes children from the ages of 2-4 years with the youngest children being admitted at the beginning of the school term after their second birthday.

Birth Date	Term Admitted
During the autumn school term (Sept – Dec)	Spring Term beginning in January
During the spring school term (Jan – Easter)	Summer Term beginning in April
During the summer term and holiday (April – Aug)	Autumn Term beginning in September

Our preschool is open daily from 9:00 am until 3:00 pm, morning sessions run from 9:00 am – 12:00 pm and afternoon sessions 12:00 pm – 3:00 pm. Please note that two-year-old children will be offered morning sessions only and we recommend a minimum of two sessions per week to support a successful transition to the setting.

We offer lunch from 12:00 pm – 1:00 pm, which can be added onto a morning session for children aged 3-4 years.

We welcome visits to our preschool and these can be arranged by calling Ms Oldham in our school office on 01582 872337. Ms Oldham will then arrange for our Preschool Lead, Mrs Colliass to contact you to arrange a suitable date and time for a visit.

Following the visit, if you would like to apply for a place for your child, it will be necessary for you to complete an application form to start the process. This form can be requested during your visit to the preschool or can be downloaded from our website, [Preschool Admissions](#).

Once this form has been completed, it can be submitted via email school@studhamschools.org.uk or to the school office direct.

Three different ‘year groups’ of children are admitted to our preschool:

- EY1 – children who are two years old and will join the preschool the term after their second birthday.
- EY2 – children who will turn three years old during the academic year*.
- EY3 – children who will turn four years old during the academic year and will become eligible to start their statutory schooling in the following September.

*September to July.

Applications are considered in the following order:

1. Applications for children who are already enrolled and wish to change their hours.
2. Applications for EY3 children who will be eligible to join our reception class the following September.
3. Applications for EY2 children.
4. Applications for EY1 children.

Funding and Charges

Two-Year-Old Children

Our preschool charges £16.65 per morning session which reflects an hourly rate of £5.55.

Your child may qualify for fifteen hours of government two-year-old funding and you can find out if your child is eligible by clicking on this link, <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>.

Three- and Four-Year-Old Children

All three- and four-year-old children are entitled to fifteen hours of early years funding provided by the government, from the term after their third birthday and we recommend that these fifteen hours are taken as five morning sessions, 9:00 am to 12:00 pm.

Parents will be required to complete a funding form for the school to submit to Central Bedfordshire Council (CBC) on a termly basis to claim their funded hours. Please note that funding is only available from the term **after** your child is three years old.

The form will be provided to parents on their child's enrolment or it can be completed electronically. You will find more detailed information about this process in our Parent/Carer Preschool Fee Agreement document which is provided alongside this policy.

Please note, if this form is not completed, parents will be liable for the fees for all their child's enrolled sessions.

Parents must provide proof of their child's identity and residence on the initial completion of Central Bedfordshire Council's funding form and a copy of this form should be provided to the office. Studham Village CE Academy will keep a copy of this form and the identification documents on your child's personal file.

We accept childcare voucher and parents should indicate on the funding form if they wish to use vouchers to pay for their child's sessions.

Parents can increase the time their child is at preschool by arranging for additional sessions that will be charged at the following rates.

To add lunch to a morning session at a cost of £5.00 per session.

To add an afternoon session, which includes lunch, £15.00 per session.

You can download an application form to change your child's sessions from our website.

Preschool children are not entitled to universal school meals (available for children in reception class, Year 1 and Year 2). However, parents may purchase a lunch from the school's catering providers at £2.50 per meal, or alternatively, provide their child with a packed lunch. Charges for school meals are payable directly to the catering company via an online account. Full details will be provided on your child's enrolment.

Additional funding for up to thirty hours per week provided by the government for working parents may be available. If you qualify for this funding, it can be claimed against additional sessions where available and agreed.

Click on this link to find out if thirty hours of funding is available for your child, <https://www.gov.uk/30-hours-free-childcare>.

Admissions Criteria

If our preschool is oversubscribed and a waiting list is in place, the following criteria will be applied to allocate places:

1. 'Looked after' children and all previously 'looked after' children, including those who appear to have been in state care outside England and ceased to be in state care following adoption.
2. Children living in the catchment area of Studham Village CE Academy preschool at the time of requested enrolment.
3. Children living in the catchment area.
4. Children with siblings at Studham Village CE Academy at the time of requested enrolment.
5. Children of staff.
6. Children living nearest to Studham Village CE Academy, determined by straight line distance from the school to the child's home address.

The admissions criteria are applied separately and sequentially until all places are filled in the relevant year group. Priority is not given to children who meet more than one criterion.

If there is more than one child meeting the same criteria, the distance criteria, measured by Google Maps, is used as a tiebreaker in relation to each criterion to determine the allocation of places.

Children with Special Educational Needs or Disabilities and an Education, Health and Care Plan (EHCP)

In accordance with the Education Act 1996, school aged children who have been awarded an Education Health and Care Plan (EHCP) are required to be admitted to Studham Village CE Academy Preschool ahead of other applicants, if the school is specifically named in the EHCP.

If your child has been awarded an EHCP, please provide a copy of this document when you submit your application form.

Additional Information

Admission to Studham Village CE Academy Preschool **does not** guarantee a place in Studham Village CE Academy's reception class, which is the beginning of your child's statutory school education.

To apply for a place in our reception class, parents **must** make a separate online application through the Central Bedfordshire Council School Admissions process. An information booklet is available on our website, [in the Preschool Admissions section](#) and a link to Central Bedfordshire's website to begin your online application.

The deadline to apply for a school place for children starting school in September 2022 is 15th January 2022.

This policy deals with the admissions of pre-statutory school age children. The local authority's criteria for admissions to statutory education in the Reception Year (EY4) is available on the school's website under [School Admissions](#).

Definitions

- A 'looked after child' is a child who is either in the care of their local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see section 22(1) of the Children Act 1989).
- A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence or special guardianship order.
- An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002.
- A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989.
- A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians under Section 14A of the Children Act 1989.
- A 'sibling' refers to a brother or sister, half-brother or half-sister, adopted or fostered brother or sister, stepbrother or stepsister of the child of the parent/carer or parent/carer's partner. In every case, the child should be living at the same address. The sibling **must** be attending Studham Village CE Academy at the time of the requested date of enrolment.
- A child's home address is the only or main residence and is regarded as the address of the parent/care with parental responsibility with whom the child normally lives. This does not include addresses that the child may attend for childcare purposes. Where a child spends time with parents/carers at more than one address, please use the address where your child spends most of their time. We may require documentation to verify an address given.

This policy will be reviewed annually in the autumn term.