



The Carlton & Faceby and Bilsdale CE Federation

# Little Owls Admission Policy

Adopted by	Governing Body
	Signed: <u>John Ford</u> (Chair of Governors)
Date	October 2023
Review Date	October 2024

## Vision and Values 2023

At Carlton & Faceby and Bilsdale Schools we are KIND:

- Kind and accepting
- Independent learners
- Never giving up
- Determined to be our personal best

*Under God's guidance, we teach children the importance of kindness towards others, tolerance and mutual respect. This empowers children to have the courage to achieve their personal best.*

Psalm 145:17

'The Lord is righteous in all his ways and kind in all his works'

Luke 2:40

'And the child grew and became strong; he was filled with wisdom...'

We uphold these values through our golden rules:

- Be ready
- Be respectful
- Be safe

## Introduction

Little Owls Preschool is part of The Carlton & Faceby and Bilsdale CE Federation and is based at Carlton & Faceby CE (VA) Primary School. Little Owls are part of our teacher-led Early Years Foundations Stage (EYFS) class at Carlton & Faceby, limiting the number of places, as it is our aim that children will have a seamless transition into Reception and full-time school at either of the schools in our federation.

We passionately believe that child-led learning through play in the early years creates enthusiastic, independent learners so we have developed our provision to encompass Reception and Nursery in a seamless environment. In this way nursery children are with children at the next stage of development and can learn alongside them, whilst children in their Reception year start their formal schooling in a familiar, safe and engaging environment which has the capacity to challenge and stretch children at their individual stage of development. Our classroom and outdoor environments reflect a wealth of research about how our youngest children learn. We hope that this encourages pre-school families to choose our schools to educate their child between the ages of 3 and 11.

Children who attend Little Owls will be fully involved in the life of our schools from the beginning of their preschool years. They will be introduced to our schools' expectations of behaviour and Christian Values and will learn how to demonstrate these values to one another. Each child will be valued and cared for as a unique individual. We aim to make Little Owls Preschool accessible to and inclusive of children and families from all sections of the local community through open and fair procedures.

Parents/carers of prospective pupils are welcome to visit the preschool by prior arrangement.

## School Admissions

Attendance at Little Owls Preschool does not in any way guarantee you a school place at The Carlton & Faceby and Bilsdale CE Federation nor does it give you priority over other children who do not attend Little Owls. An admission application for a school place must be completed in the normal way and submitted to North Yorkshire Council by the deadline date. Further details can be seen in our school Admission Policies on our school website.

## Key Facts and Funding

Little Owls is a governor-led preschool for 3 and 4-year olds which runs during school hours. In September 2021 we extended our preschool hours to run 8.50am - 3.10pm term time only in line with the Reception pupils.

Due to the size of our premises, a maximum number of 10 children can be admitted to each 3-hour session at Little Owls Preschool, although this may vary depending on the ages and needs of the children and requirements for staffing ratios.

There may be some children who are only attending for funded hours and some that only attend for bought hours. At Little Owls Preschool, a parent may apply for as many hours as they choose for their child, this is dependent on spaces available. Places are allocated on a first come first served basis; if the requested days are not available we will add the child's name to a waiting list (further details below under preschool admissions).

Eligibility for all 3-year-olds to receive the Early Years Funding is at the start of the term following their third birthday (see table below). Non-funded places can start at the beginning of a half term as well. We may be able to offer sessions for non-funded 2-year-olds as rising 3-year-olds from the start of the half term in which they have their 3<sup>rd</sup> birthday, dependant on staffing and room ratios.

2 or 3 year-old children are eligible for funding:		
On or after	And on or before	Funding starts
1 September	31 December	Spring (after Christmas)
1 January	31 March	Summer (after Easter)
1 April	31 August	Autumn (after Summer)

This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school. There is a legal requirement that all children begin full time education by the beginning of the term following their 5<sup>th</sup> birthday. All places offered in reception at the normal round are for full-time admission in the September following the fourth birthday. This is a legal requirement on schools.

**All 3 and 4 year-old children** are eligible for the 15 Universal weekly hours the term after their third birthday, up until the term in which they have their fifth birthday. Please note that once a child enters reception class they cease to receive early years funding.

**30 Hours for 3 and 4 year-old children** is an additional 15 hours, known as extended entitlement, may be available for children of working parents in England. The extended entitlement requires a valid 30-hour code to be in place at the start of the funded term, eligible families should apply to HMRC to obtain their child's code.

- You can apply from when your child is 2 years and 36 weeks old.

- You can apply outside of these recommended dates but you might not receive your code in time.
- You must have a valid code by the end of the month before a new term starts.
- You have to reconfirm your eligibility every 3 months. If you apply more than 3 months before the term starts, you'll have to reconfirm your eligibility in your account in order to keep your code valid.

These entitlements equate to a funded place for 570 or 1140 hours a year respectively, over no fewer than 38 weeks. Please visit <https://www.childcarechoices.gov.uk/> for more information.

The maximum amount of funded time in a day is 10 hours; parents cannot use more than two sites for funded early years places in one day.

If you are in receipt of certain benefits your child could benefit from:

- a Free School Meal (any age if they attend both before and after the lunch time period)
- support through Early Years Pupil Premium funding (3 and 4-year-olds only)
- if your child is 3 or 4 and receives Disability Living Allowance (DLA) the preschool could get extra money to meet your child's needs

### **Patterns of Attendance Available**

We are required to offer the Early Years Funding in a flexible way. Our school makes the core offer for the universal 570-hour entitlement of:

- Morning sessions of 9.00am to 12.00pm Monday to Friday and
- Afternoon sessions of 12.00pm to 3.00pm Monday to Thursday and
- All day sessions of 9.00am to 3.00pm Monday to Thursday during term time only
- This equates to 27 hours a week over 38 weeks.

Our year-round offer is 15 hours per week over 38 weeks term time only. If you choose an afternoon or all-day session this includes the lunchtime period that is 12.00 - 1.00pm. This time is part of the day when children continue their learning and will be funded as part of the Early Years Funding if that is what parents/carers choose.

Families that have an 11-digit code because they are working and eligible for the extended entitlement can have up to 1140 hours stretched across a year.

If Parent/carers want to buy additional hours on top of the funded hours, they can do this during any of our opening times. We offer 3-hour long additional sessions; however, the lunch hour can be purchased as an addition to the morning session.

### **Procedures**

In order to achieve our aim to make our preschool accessible and inclusive to all families from our local community, we operate the following admissions policies:

- We advertise the Preschool on our school website, through banners in the local area and through advertising in local village magazines and media
- We are sympathetic to the need for emergency admissions (referred via social care or health visitor where appropriate) if we have space available

- Our school buildings are accessible to children and families with disabilities
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place
- Our key school policies, including equality of opportunity and racial equality, relate to Little Owls as well as the rest of the school. All key policies are available on our school website.
- As far as possible we are flexible about attendance patterns in order to accommodate the needs of individual families, for example in the number and combination of hours they attend each week. However, the number of funded hours can only be altered at the beginning of each term.

## **Preschool Admissions**

As a governor-led preschool, the governing body is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admission applications, including setting the oversubscription criteria.

If a child has not secured a place at Little Owls and is due to start school at Carlton & Faceby or Bilsdale the following academic year (i.e. the coming September), they will be prioritised on our waiting list. This is in order to provide as many children as possible with time at preschool prior to starting school.

Applications for admission to Little Owls Preschool for 3 and 4 year-olds can be submitted at any time, using the Little Owls Application Form which can be collected from the school office, and should be made directly to the school. Places are offered on a first come first served basis; all families will be asked to submit an updated application for requested hours each year.

Entry to Little Owls for a funded place occurs at the start of a term. Non-funded places can start at the beginning of a half term as well.

Our Waiting list will then take account of the following criteria:

- a child due to start school at The Carlton & Faceby and Bilsdale CE Federation
- particular circumstances affecting the family
- referrals from outside agencies
- siblings previously or already attending the Preschool, Carlton & Faceby CE VA or Bilsdale Midcable Chop Gate CE VC Primary Schools
- the date of birth of the child
- the vicinity of the home to Bilsdale Midcable Chop Gate CE VC, Carlton & Faceby CE VA and Little Owls Preschool

The leadership team will make every effort to be fair and to accommodate as many children and their families' wishes and needs as possible. Even so, it is not possible to satisfy everyone. In all cases, the management's decision is final.

Attachment - Appendix 1 -



Little Owls at Carlton  
 Carlton & Faceby CE VA Primary School  
 Carlton-in-Cleveland  
 Middlesbrough  
 TS9 7BB  
 Tel: 01642-712340  
 Email: admin@carltonfaceby.n-yorks.sch.uk



<b>Little Owls Preschool Application Form</b>	
Child's Full Name:	
Date of birth:	Gender:
The school needs to see the child's birth certificate in order to process the application	
Address: (this should be the address where the pupil lives most of the time)	

**Parent/Carer full names (please include all parents with parental responsibility even if living separately):**

Parent Name: Relationship to child: Address: (If different from above)	Parent Name: Relationship to child: Address: (If different from above)
NI Number: Date of Birth: Tel No: Mobile: E-mail address:	NI Number: Date of Birth: Tel No: Mobile: E-mail address:

**Please give details of other children in the household of school age or pre-school age.**

Name	Date of Birth	School (if any)

Are there any other professionals involved with the family (speech therapist/social worker)?



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**Additional information:**

<b>Special Educational Needs</b> Does your child have a Statement of Special Educational Needs or an Educational Health and Care Plan (EHCP)?	Yes/No
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<b>At risk</b> Is your child, or a sibling of your child, subject of an inter-agency child protection plan and has been placed on the Child Protection Register? (Please provide evidence with this form)	Yes/No
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<b>Children in Public Care</b> Is your child looked after, or was previously looked after and is now adopted, or with a child arrangements or special guardianship order?	Yes/No
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<b>Social or medical reasons</b> Do you have a particular medical or social need to go to this school? (Please provide supporting evidence with this form)	Yes/No
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If you have a sibling at this school, enter their name and date of birth:
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I am entitled to 15 hours free early education only (please complete section 1)	
I am entitled to up to 30 hours free early education	

<p><b>Childcare providers</b>          You are able to split your childcare hours with another provider. Please tick the box if you are doing this:</p> <p>I would like to split my 30 hours across two different providers <input type="checkbox"/></p> <p>*we will try to accommodate a split of hours as per your requirements but it will be dependent on space.</p> <p>Please provide your HMRC code here: _____</p> <p>If you have any other requirements/want us to provide further details please enter here:</p> <p>Signed: ..... Date: .....</p>
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OFFICE USE ONLY:	Date Received:	
	Distance:	

Applications for Little Owls at Carlton should be made on this form. Please note that completion of this form does not guarantee a place at the school. Admission forms for reception in main school will be available online via the NYCC admissions website at a later date. Please inform the school if any details given below change at any time. The school will need to see the child's birth certificate in order to process the application.



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## Section 1

If your child is entitled to 15 hours free early education hours, then there are various options you can choose from:

### Option 1: Morning or afternoon sessions

Each of our sessions are broken down into 3 hours: 9am - 12pm and 12.00pm - 3.00pm, daily. Therefore, you can choose the combination you require. Please note, additional sessions can be accessed if places are available; additional sessions are £15 (for three hours).

*\*Children can attend lunchtime for an additional fee*

### Option 2: 2 ½ days

Whole days (9am - 3.00pm), are equivalent to 6 hours. Therefore, 2 ½ days can be taken over the week. Please note, additional sessions can be accessed if places are available; additional sessions are £15 (for three hours). There is a charge of £5.00 for the lunchtime supervision and a hot lunch is £3.00.

I would like my child to attend:

*Please give specific details, including days*

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**DECLARATION**

The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for local authority purposes.

I agree to Little Owls at Carlton using this information to consider my application for a preschool place. I understand that if any part of this completed application form is found to be false, the offer of a place will be withdrawn.

I understand that the completion of an application form does not guarantee a place in the preschool class.

I understand that, if offered a place in the preschool class, I will have to apply separately for a place in reception and that attending the preschool does not guarantee a place in the school.

I have attached two current (within 3 months) pieces of correspondence confirming my address.

I hereby declare that my child lives at this same address.

Signature of parent/guardian: ..... Date: .....

Thank you for completing this information.

**How the information on this form will be used:**

By completing this form and signing the declaration you are agreeing to Little Owls at Carlton, if they are oversubscribed, to check whether your child’s details meet the school’s published admission rules and if he/she can be offered a preschool place.

Any personal data collected will be treated as confidential under the principles of the General Data Protection Act. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting) and North Yorkshire Council departments who may from time to time send you advice, guidance and information relating to changes to early year’s provision and educational services that are relevant and/or of benefit to your child. The council will also assess your entitlement to 30 funded hours on a termly basis if applicable.

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## Free Early Years Education and Childcare

All 3 and 4 year olds are entitled to 15 hours of free early education. From September 2017 an additional 15 hours of free childcare is available for families that meet the Government's eligibility criteria.

### Eligibility

The government has set the following eligibility criteria:

- Both parents must be working - or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage or national living wage
- Each parent must have an annual income of less than £100,000

More detailed information can be found on the GOV.UK website

### How to Apply

Parents need to apply online via HMRC.

Eligible parents will be given a code which will be valid for 3 months, parents will be asked to re-confirm their eligibility towards the end of the 3-month period. HMRC will send reminders to parents.

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