



The Carlton & Faceby and Bilsdale CE Federation

Little Owls Admission Policy

Adopted by	Governing Body Signed: <u>John Ford</u> (Chair of Governors)
Date	July 2026
Review Date	July 2027

Vision and Values

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 is part of our teacher-led Early Years Foundation 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 at Carlton & Faceby CE VA Primary School 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.

Reception Admissions

Attendance at Little Owls Preschool at Carlton & Faceby CE VA Primary School 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 is open during term time only. Morning sessions run Monday to Friday, 9.00am-12.00pm. Afternoon sessions run Monday to Thursday, 12.00pm-3.00pm. The setting is therefore open for a maximum of 27 hours per week.

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 at Carlton & Faceby CE VA Primary School, 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 at Carlton & Faceby CE VA Primary School, a parent/carer may apply for as many hours as they choose for their child, this is dependent on spaces available. Places will normally be offered on a first come, first served basis where suitable sessions are available. Where there are more applications than places available, or where a waiting list is required, the oversubscription criteria in this policy will be applied (further details below under preschool admissions).

Little Owls accepts children from the term after their third birthday. We do not admit children under the age of 3. All 3- and 4-year-old children are entitled to 15 universal funded hours from the term after their third birthday (see table below). Non-funded places can start at the beginning of a half term as well.

Eligible working families of 3- and 4-year-old children may also be entitled to additional funded hours, known as the working parent entitlement, subject to a valid eligibility code. Little Owls only accepts children from the term after their third birthday and does not admit children under the age of 3.

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/carer 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 5th birthday. All Reception places offered during the normal admissions round are for admission in the September following the child's fourth birthday. Parents/carers may request that their child attends part-time or defers entry until later in the school year, but all children must receive full-time education from the beginning of the term after their fifth birthday.

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.

The working parent entitlement for eligible 3- and 4-year-olds provides up to an additional 15 funded hours per week, making up to 30 funded hours in total. 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.

Where a parent/carer becomes ineligible for the working parent entitlement, or fails to reconfirm their eligibility code, the child may enter a grace period in line with government and local authority funding rules. Once the grace period ends, any hours above the universal 15-hour entitlement will either need to be paid for by the parent/carer, subject to availability, or the child's attendance pattern may need to be reduced.

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.

Little Owls is open for a maximum of 27 hours per week. Families eligible for up to 30 funded hours may access up to 27 hours at Little Owls, subject to availability, and may choose to use another registered provider for any remaining funded entitlement.

The maximum amount of funded time in a day is 10 hours; parents/carers 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:

- support with meals, where eligible and applicable under current local authority arrangements
- 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 term-time offer is 15 hours per week over 38 weeks. 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.

Eligible families with a valid 11-digit working parent entitlement code may access up to 1140 funded hours per year. At Little Owls, this can be accessed term-time only, up to a maximum of 27 hours per week, subject to availability.

No charge will be made as a condition of accessing a funded place. Parents/carers may choose whether to take up optional services such as school meals or additional paid hours. Choosing not to pay for optional services will not affect a child's access to their funded entitlement.

If parents/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 equality and diversity, 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. Requests to change attendance patterns will be considered subject to availability, staffing ratios and funding rules.

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 at Carlton & Faceby CE VA Primary School 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 will normally be offered on a first come, first served basis where suitable sessions are available. Where there are more applications than places available, or where a waiting list is required, the oversubscription criteria in this policy will be applied. Funded places are offered in line with the current North Yorkshire Council early years funding terms and conditions.

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:

1. Looked-after children, previously looked-after children, and children who appear to have been in state care outside England and ceased to be in state care as a result of being adopted.
2. Children with exceptional social, medical or safeguarding needs, supported by evidence.
3. Children who are due to start Reception the following academic year and whose parents/carers have indicated an interest in Carlton & Faceby or Bilsdale, where a

preschool place would support transition. This criterion does not guarantee, influence or give priority for admission to Reception.

4. Siblings already attending the preschool or federation schools.
5. Children living closest to the setting. Distance will be measured from the child's home address to Little Owls Preschool using the method applied by the school/local authority. The child's home address will normally be the address where the child lives for the majority of the school week. Where care is shared equally, the school may ask for further evidence to determine the address to be used for admission purposes.
6. Where two or more applications are otherwise equal, the date the application was received will be used as the final tie-breaker.

Day-to-day administration of applications will be managed by the school office/Headteacher on behalf of the governing body, in line with this policy.

The waiting list will be reviewed regularly and will normally remain open for the relevant academic year. Parents/carers will be contacted if a suitable place becomes available. Where a place is offered, parents/carers will normally be asked to confirm acceptance within 10 school days. If no response is received, the place may be offered to another child on the waiting list.

Admissions will not discriminate on the basis of disability, SEND, race, religion, sex, family background or any protected characteristic and that reasonable adjustments will be considered.

Children with SEND will be considered for admission using the same admissions arrangements as other children. Reasonable adjustments will be considered where required. Where a child has an Education, Health and Care Plan, the school will work with the local authority and parents/carers to consider whether the setting can meet the child's needs.

All offers are subject to the setting being able to meet statutory staffing ratios and the individual needs of children safely. Where additional information is required to assess whether the setting can meet a child's needs, the school will work with parents/carers and relevant professionals before confirming admission. Any decision not to offer or to delay a place on the grounds of safety, staffing ratios or the setting's ability to meet need will be based on available evidence, discussed with parents/carers and relevant professionals where appropriate, and kept under review.

Where an application is complex, refused, delayed or subject to oversubscription criteria, the Headteacher will make a recommendation to the governing body or delegated governor panel for decision.

Where false or misleading information is provided, the offer of a place may be withdrawn.

Applications received after a waiting list has been ranked will be added to the waiting list in accordance with the oversubscription criteria and the date received.

Withdrawal

Once a place is accepted, any later reduction or withdrawal of paid sessions should follow the Sessions and Fees Policy.

Queries, Appeals and Complaints

Admissions queries should be directed to the school office in the first instance.

There is no statutory right of appeal for admission to Little Owls Preschool at Carlton & Faceby CE VA Primary School. However, parents/carers who are unhappy with an admissions decision may request that the decision is reviewed by the governing body. Any concerns about the way

the admissions process have been applied should be raised in writing with the Headteacher in the first instance and will be considered under the school's complaints procedure.

This policy may be updated during the year where required, to reflect changes in statutory guidance, local authority funding rules or operational requirements.

Appendix 1 - Little Owls Application Form



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



Little Owls Preschool Application Form

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

Special Educational Needs Does your child have an Education, Health and Care Plan (EHCP), or is an EHCP assessment in progress?	Yes/No
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At risk Is your child, or a sibling of your child, currently subject to a Child Protection Plan or known to children's social care? Please provide relevant supporting information where appropriate.	Yes/No
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Children in Public Care 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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Social or medical reasons 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:

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	

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

OFFICE USE ONLY:	Date Received:	
	Distance:	

Applications for Little Owls Preschool at Carlton & Faceby CE VA Primary School should be made on this form. Please note that completion of this form does not guarantee a place at the school. Funding 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 daily and 12.00pm - 3.00pm Monday to Thursday, subject to availability. 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). *Where the lunchtime period forms part of a child's funded hours, no charge will be made for the funded childcare element. Parents/carers may choose to purchase a school meal, or may provide a packed lunch. Any charge for meals is optional and is not a condition of accessing a funded place*

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).

Parents/carers may choose to purchase a school meal, or may provide a packed lunch. Any charge for meals is optional and is not a condition of accessing a funded place

Requested start date/term:

Is this a funded or paid place?

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 used only for the purposes of processing this application, administering early years funding, safeguarding, statutory reporting and communicating with parents/carers where necessary.

I agree to Little Owls Preschool at Carlton & Faceby CE VA Primary School 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 Preschool at Carlton & Faceby CE VA Primary School, if they are oversubscribed, to check whether your child's details meet the school's published admission rules and whether they can be offered a preschool place.

I understand that my personal information will be held securely and used only for the purposes of processing this application, administering early years funding, statutory reporting, safeguarding, and communicating with parents/carers where necessary.

Personal data will be processed in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018. Further details are available in the school's Privacy Notice, available on the school website or from the school office. 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 and North Yorkshire Council departments where legally required or necessary for early years funding, safeguarding or statutory reporting. They may from time to time send you advice, guidance and information relating to changes to early years 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. Eligible working families may be entitled to additional funded childcare hours, subject to government eligibility criteria and a valid eligibility code. Parents/carers are responsible for applying through HMRC and reconfirming their eligibility every three months.

Little Owls is open for a maximum of 27 hours per week. Families eligible for up to 30 funded hours may access up to 27 hours at Little Owls, subject to availability.

Eligibility

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

<https://www.gov.uk/free-childcare-if-working>

How to Apply

Parents/carers wishing to claim the working parent entitlement must apply online through HMRC. Applications for a Little Owls place must still be made directly to the school using this application form.

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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