

**Awliscombe C of E (VA) Primary School**

Awliscombe, HONITON, Devon. EX14 3PJ

Telephone: 01404 42031

Email: admin@awliscombe-primary.devon.sch.uk

Head of School: Mrs Vicky Morris

**Payhembury C of E (VC) Primary School**

Payhembury, HONITON, Devon , EX14 3HT

Telephone: 01404 841291

Email: admin@payhembury-primary.devon.sch.uk

Head of School: Mr Nick Bladon

## **The FORT Federation**

Executive Headteacher: Mrs Penny Hammett

### **Admissions policy**

#### **Statement of intent and Aim**

We aim to make our Pre-schools accessible to and inclusive of children and families from all sections of the local community through open and fair procedures.

#### **Key Facts**

- In Devon, an academic year is from 1st September to 31st August. Children usually start Primary School Reception Class in the September of the academic year in which they turn 5.
- Both Preschools within the Federation provide care for children aged 3 years to almost 5.
- When we refer to the preschool year this is the year before school; the child will turn 4 during this academic year.
- Nursery Education Funding (NEF) is provided from the Government via the County Council. Every child is eligible for up to 15 hours funded per week for 38 weeks a year from the term after their child turns 3.
- By government policy, you can share your NEF hours between two settings (which can mean a Federation Pre-School and another preschool, day nursery, maintained nursery school or class, or registered childminder).

#### **Methods**

In order to achieve this aim, we operate the following admissions policy:

1. We advertise the Preschools in places accessible to all sections of the community and work in partnership with our families to ask them to help distribute information to other groups that they attend. Where appropriate, we ask these families to explain what we offer to these groups.
2. We aim to make information about our Preschools accessible in written and spoken form.
3. We are sympathetic to the need for emergency admissions (referred via social care or health visitor where appropriate) if we have space available.
4. Our Preschools and their practices are described in inclusive terms to make it clear that we welcome both fathers and mothers, other relations and other carers, including childminders, and also how we treat individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
5. We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
6. Our equality and diversity policy is available in paper form in the setting and online through our website and is brought to the attention of all new staff, volunteers and committee starting with the Federation.
7. We consult with families about the opening times of the Preschools and, as far as is practical and in the interests of the children, 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.

**Awliscombe C of E (VA) Primary School**

Awliscombe, HONITON, Devon. EX14 3PJ

Telephone: 01404 42031

Email: admin@awliscombe-primary.devon.sch.uk

Head of School: Mrs Vicky Morris

**Payhembury C of E (VC) Primary School**

Payhembury, HONITON, Devon , EX14 3HT

Telephone: 01404 841291

Email: admin@payhembury-primary.devon.sch.uk

Head of School: Mr Nick Bladon

**Pre-School Admissions**

1. We arrange our waiting list on a date of registration basis, within each year group.
2. In addition our policy may take into account the following:
  - particular circumstances affecting the family
  - referrals from outside agencies
  - siblings previously or already attending the Preschool;
  - the balance of the group as a whole; and
  - the vicinity of the home to the Preschool.
3. These procedures are subject to review on an annual basis and parents will be informed of significant adjustments.

*Fort Federation Pre-Schools are registered to take children up to the age of 5. According to government policy, at the management's discretion in consultation with parents and supporting professionals where appropriate, we may accept a child who could otherwise start Reception in September for up to a full-time position until their 5th birthday.*

**Lunch Club**

1. Lunch club will run according to demand and is entirely optional.
2. Lunch club follows a morning session and/or precedes an afternoon session and places are limited.
3. Children can order a school dinner through the school office or bring their own healthy packed lunch. We provide guidance in our welcome pack regarding what is meant by a healthy lunch.
4. Milk or water is available to the children.

**Notification**

1. Parents may register their interest in a place at a Fort Federation Pre-School at any time. Information and forms are available from either pre-schools or the associated school offices. The administrator aims to acknowledge receipt of the interest form within two weeks (during term- time). This is not a commitment to either take or to offer a place, but simply places the child's name on the waiting list.
2. Emails or letters to families, either offering or refusing places for their children, will be sent out according to the child's place on our list.
3. Please note that the Fort Federation Pre-Schools priority is to provide Nursery Education Funded places. We reserve the right to change notification dates if necessary. There is no appeal process and the management's decision is final.
4. Any offer requires a response from the family, either accepting or declining the place, by a deadline. Offers will be made by email where possible. If no response is received by the deadline, the administrator will attempt to make one phone call to the family. If no written response is received within 48 hours of the deadline, regardless of whether the administrator has managed to contact the family, the child's place on the waiting list may be forfeited.



**Awliscombe C of E (VA) Primary School**

Awliscombe, HONITON, Devon. EX14 3PJ

Telephone: 01404 42031

Email: [admin@awliscombe-primary.devon.sch.uk](mailto:admin@awliscombe-primary.devon.sch.uk)

Head of School: Mrs Vicky Morris



**Payhembury C of E (VC) Primary School**

Payhembury, HONITON, Devon , EX14 3HT

Telephone: 01404 841291

Email: [admin@payhembury-primary.devon.sch.uk](mailto:admin@payhembury-primary.devon.sch.uk)

Head of School: Mr Nick Bladon

## Waiting Lists

- We cannot hold spaces (for example for a summer birthday). We do not allow families to pay to hold spaces because this discriminates against those who cannot pay. Not getting a place in the younger year due to having a later birthday does not affect preschool entry, which is based on date of registration and not date of birth except in that the children are all in their year before school.
- We will not discuss another family's registration with other families.
- The management and administrator make every effort to be fair and to accommodate as many children and their families wishes and needs as possible and to inform them of decision promptly. Even so, it is not possible to satisfy everyone. In all cases, the management's decision is final.