



AVANTI COURT PRIMARY SCHOOL

Pre-School Admissions Policy

2024/2025

This policy is in force until further notice from:	28.02.25
This policy must be reviewed by no later than*: <i>*this refers to the term in which the Policy must be reviewed by the appropriate Committee for recommendation to the Board.</i>	Annually
Policy Author(s):	Shamita Kumar
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Location of publication of policy:	Governor Hub/ School Website Internal Records and Intranet

Introductory Statement

Avanti Court Primary School (“the School”) is part of the Avanti Schools Trust[and is an inclusive Hindu faith designated school which welcomes children of all faiths and none]. The School has an onsite Pre-school (“the Nursery”) which offers part-time and full-time Pre-school education. More information about the Pre-school can be found by visiting the School website at [Avanti Court Primary School – Part of the Avanti Schools Trust](#).

The Trust Board of Avanti Schools Trust (“the Trust”) is the “admission authority” for all schools within the Trust and is responsible for determining and implementing the admission arrangements for those schools and its nurseries.

School Name, Nursery/Pre-School

Our Nursery/Pre-School offers places for children

The Pre-school offers the following places:

- 5 days a week - 3 hours per day offering either an AM or PM session up to a capacity of 26 FTE places per session
- Attendance will vary from part-time to 5 full days depending on demand.

Session hours:

- Morning: 8:15am to 11:15am
- Afternoon: 12:15pm to 3:15pm

Nursery-aged child

Is your child ready for nursery?

Your child will be entitled to attend the Pre-school and access the free childcare entitlement from the beginning of the term following their 3rd birthday until they start in reception year (or reaches compulsory school age, if later). In line with early years education funding term dates, we follow **London Borough of Redbridge** term dates which are as follows:

A child born between	Is eligible to claim in the term
1 April to 31 August	1 September to 31 December (Autumn Term)
1 September to 31 December	1 January to 31 March (Spring Term)
1 January to 31 March	1 April to 31 August (Summer Term)

Entitlement

All three- and four-year-old children are entitled to receive up to 570 hours (15 hours per week over 38 weeks) free early learning and childcare in a year, the “universal entitlement”.

Working parents of three- and four-year-olds may be entitled to access up to a further 570 hours free early learning and childcare, the “extended entitlement”. Further information about entitlement can be found on the local authority’s website – [Redbridge FiND | Early years entitlement guidance for 3 and 4 year olds](#).

You can apply for your entitlement here - [Apply for free childcare if you're working - GOV.UK](#)
Parents are required to reconfirm their eligibility every 3 months.

In the best interest of a child’s education, it is recommended that this entitlement is taken at only one setting, but there may be reasons why this is not possible. In such circumstances it is possible to divide this entitlement across up to two early years settings in one day and across up to three early years settings during a calendar year.

Parents who exhaust their entitlement may pay for additional hours. Additional payments must be made one term in advance via ParentPay. The charging schedule can be sent to parents on request. For further information, please speak to the school office.

Application for Admission

1. Applications for admission should be made directly to the Pre-school using the Nursery’s application form and by the deadline set out in the Application Timetable below. The application form can be found on the School’s website, or can be obtained from the School office– [Microsoft Word - New Arrival Induction Form \(003\)](#)
2. On the application form, parents must confirm their preference for the sessions of their choice e.g. full day, morning only or afternoon only place, with an order of preference if more than one is chosen. Specific options will be available on the application form.
3. [Parents must submit the Supplementary Information Form (“SIF”) form (if applicable) to the Pre-school by the deadline set out in the table below.]
4. In the event that the Pre-school is oversubscribed, all children will be ranked in accordance with the oversubscription criteria.

Please note that the oversubscription criteria is considered before preferences are considered. Parents should therefore note that only requesting one type of preference will not increase their chance of achieving a place for their child. However, parents should only express a preference for a type of place if they would accept an offer of that type of place, as it may not be possible for parents to change the type of place achieved once an offer has been made.

5. Outcome letters will be sent to parents in accordance with the Application Timetable below.

Children who are not offered places will be placed on our waiting list (see below) for their preferred session, however, children may also be offered a place in an alternative session if one is available.

Children with SEND or an Education, Health and Care Plan (“EHCP”)

Parents must speak to the School’s SENCO to discuss their child’s needs prior to applying for a Pre-school place.

Oversubscription Criteria

All applications will be ranked in the following order of priority:

1. Looked after children, previously looked after children, and children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. [Children with a sibling attending Avanti Court Primary School at the time of application. Details of a sibling to be included in the application form.
3. Children of a member of the School’s staff in either or both of the following circumstances:
 - a. Has been employed at the School for two or more years at the time of application; and/or
 - b. Was recruited to fill a vacant post for which there was a demonstrable skill shortage. For the avoidance of doubt, “a” and “b” above do not denote an order of priority – all children falling within this category will be treated equally.
4. To be included in this category, a completed supplementary information form (“SIF”) certified by a representative of the parent’s temple must be submitted in addition to the application form by the same deadline. Children for whom a certified SIF is not received by the deadline for applications, and children falling into this category who do not achieve a place, will be included in the next category that applies.]
5. Other children by distance to the School with priority given to children whose home address is closest to the School measured as described below.

[Supplementary Information Form (“SIF”)]

For children falling within category 4 above, parents must complete and submit a SIF certified by the practicing Hindu parent’s temple by the closing date for applications, in addition to submitting a completed application form. Failure to do so will result in the child being placed into the next category that applies, which will reduce the chance of achieving a place.

The SIF is available for download from the School's website or in hard copy from the School's office.]

Order of Allocation

Where more than one child falls into one of the oversubscription categories, the order in which places will be allocated will be by reference to the distance the child lives from the School, with those living closest to the School receiving highest priority. Home to School distance will be measured by an online tool.

Tie Breaker

Where two or more children live an equal distance from the School, random allocation supervised by someone independent of the School will be used as a tie-breaker to determine the order in which places are allocated.

Waiting List

A waiting list is kept for Pre-school places for the duration of the academic year. The names of all children who do not achieve a place will be placed on the waiting list automatically. At the end of each academic year all names will be removed from the waiting list unless the parent indicates to the Pre-school that they wish for their child's name to remain on the list for the next year. Note that this will be repeated at the end of each academic year.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above, and not by reference to the date that the application for admission was made. This means that a child's place on the waiting list may go down as well as up, as more applications are received from children with higher priority.

Evidence / Documentation required

Once a Pre-school place has been offered and accepted, parents will be asked to provide documentary evidence confirming:

1. The child's date of birth and home address. Documentation accepted includes the child's birth certificate, passport, NHS registration card, child benefit letter.
2. The parent's home address. Documentation accepted includes council tax bill and/or recent utility bills which show the parent's name.

Where a family is expecting to move house, confirmation of the new address will be required before the application can be considered. Documentation accepted includes a copy of the signed tenancy agreement or a letter confirming contracts have been exchanged and with confirmation of a completion date.

Late Applications

Applications received after the deadline date as stated in the Application Timetable will be late applications and will not be considered until all applications received on or before the deadline have been considered and places allocated. The chance of achieving a place will therefore be reduced. The names of those children who do not achieve a place will be placed on the waiting list.

Withdrawing Offers of Pre-school Places

If a place is offered on the basis of a fraudulent, or intentionally misleading application, or a parent has not responded to an offer within 10 school days, the Pre-school will withdraw the place.

The Pre-school may check any address and other information provided to ascertain whether an offer has been made on the basis of a fraudulent or intentionally misleading application and to ensure that the Trust is able to apply the oversubscription criteria accurately and fairly.

Change in Circumstances

Change of address – Parents are obliged to inform the Pre-school of any changes of address following an application, as this may affect the allocation of a place. Failure to do this will result in an offered place being withdrawn.

30 Hour Extended Entitlement – When a parent ceases to meet the eligibility criteria for a funded place under the 30 hours entitlement, the parent will be informed, and their child's place will continue to be funded during a "grace period" of 1 week. At the end of the grace period, if the parent's eligibility can no longer be confirmed, the parent will be able to access the 15 hours universal free early learning and childcare at the Pre-school but payment would be required for any additional hours.

When a place has been accepted, we would expect good attendance, where a child is absent without good cause (as determined by the Nursery) their place may be revoked.

No Automatic Transfer to Reception

Parents should note that there is no automatic transfer from the Pre-school to Reception Year at the School. A separate application for admission to Reception Year must be made at the appropriate time in accordance with the School's published admission arrangements.

Glossary

Child's Home Address	<p>The residential address that is the child's only or main residence, not an address at which your child may sometimes stay or sleep due to domestic arrangements. This will be the address where the child spends most of the school week.</p> <p>If the child lives at more than one address (e.g. in the case of separated parents), or if more than one address is supplied, or there is a dispute over the Child's Home Address, the following steps will be followed. This is because the Trust cannot accept more than one address as the Child's Home Address.</p> <ol style="list-style-type: none">1. Parents are urged to reach an agreement as to the Child's Home Address and notify the Pre-school of the agreed address.2. If it is unclear where the child spends most of their week, evidence will be requested which will normally be the address at which Child Benefits are received. <p>Business or temporary addresses will not be accepted.</p> <p>The Child's Home Address for children of UK service personnel (UK armed forces) with a confirmed posting, and children of crown servants returning from overseas, will be the address at which the child will live as long as the parents provide evidence of their intended address. A Unit or quartering address will be used as the Child's Home Address where a parent requests this.</p>
Child who appears to have been in state care outside of England	<p>A child who was in the care of or was accommodated by a public authority, religious organisation, or other care provider whose sole or main purpose is to benefit society.</p>
Compulsory school age	<p>Children reach compulsory school age on one of three prescribed days following their fifth birthday (or on their fifth birthday, if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.</p>
Looked after child	<p>Any child who is in the care of a local authority or is being provided with accommodation by a local authority in the exercise of their social services functions (as defined in section 22(1) of the Children Act 1989 as amended) at the time of making an application to the Nursery.</p>

Member of the School's staff	An employee of Avanti Schools Trust or any of its subsidiary companies whose normal place of work is the School.
Parent	<ul style="list-style-type: none"> • Biological parents (whether or not they are married); • Any person who, although not a biological parent, has parental responsibility for the child; • People who are not biological parents and do not have parental responsibility for a child but who have care of the child.
Practising Hindu	An individual who has worshipped at a Hindu temple at least monthly for at least one year immediately preceding the closing date for applications. An adjustment to this requirement may be made by the temple's representative to take into account difficulties caused by disability or other unavoidable cause which has prevented this level of worship.
Previously looked after child	A child who was looked after but ceased to be so because they were adopted, became subject to a child arrangements order (defined by Section 8 of the Children Act 1989 as amended), or became subject to a special guardianship order (defined by section 14A of the Children Act 1989).
Sibling	<p>Includes:</p> <ul style="list-style-type: none"> • full or half brother or sister; • an adopted brother or sister; • a step-brother or sister; or • a foster brother or sister, <p>provided that in all cases the sibling and the applicant child live permanently at the same home address (as defined by this policy) and are being brought up as siblings.</p> <p>For the avoidance of doubt, a child of a friend or extended family member (for example, a cousin) living at the same address will not be a sibling for the purpose of this policy.</p>