



# Little Acorns Admissions and Procedures Policy

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**Bibury**  
CofE PRIMARY SCHOOL

Statutory Review Cycle - Annually

Approval Body - LGB

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## **Introduction and Aims**

Little Acorns preschool provide an environment underpinned by Christian values where all children can feel safe, loved and valued, and where they can flourish as individuals to fulfil their potential. The aim of this policy is to explain how admissions are dealt with for Little Acorns, located at Bibury CofE Primary School. Little Acorns is accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

## **Procedures**

- Little Acorns welcomes children from the age of 3 years to 4 years old and is open Monday – Friday, term time only in line with Bibury CofE Primary School term dates.
- We support the Government’s Early Years Funding Schemes. <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>. Please refer to Little Acorns Payment and Charging Policy for further information.
- We require a minimum of two sessions to be taken a week during our core times (9am-12pm or 9am to 3pm).
- **Lunch hour 12 – 1pm is chargeable and not included in any funded hours allocation**, hot lunches are available at an additional cost which is charged via Parent Pay.

## **Registering**

- Children are able to join Little Acorns at any time during the school year **provided there are spaces available**.
- Spaces are allocated fairly and following reasonable criteria.
- Sessions are available for children from three years of age but numbers are limited per session to comply with adult: child ratios within EYFS settings. 1 adult: 8 three/four-year-olds.
- An initial registration form should be completed for every child joining Little Acorns by their parents/carers. This must be submitted to [admin@bibury.gloucs.sch.uk](mailto:admin@bibury.gloucs.sch.uk) or via the School Office, giving a half terms notice of required start date. In some cases spaces may be allocated sooner depend on spaces available and required documentation being completed.
- Children must remain at Little Acorns for a minimum of two weeks to be eligible for funding. Should parents/carers choose to remove their child before the end of this qualifying period they will be charged for any sessions booked.
- **Applications received to join the preschool will be allocated a place, on a first come first served basis**, then using the criteria below if Little Acorns is oversubscribed.
- The Administrator will keep an application list of pupils seeking admission (waiting list). Inclusion of a child’s name on the list does not constitute a promise of a place.
- If demand is very high, applicants may be unsuccessful and they will be informed of this. They will then have the option of being placed on a waiting list.

## **Over Subscription Criteria for an available place:**

- Is the space available?
- Has the child been identified as ‘in need’ of a Preschool place following an AY20 Referral or a CAF Assessment?
- How many sessions are being booked throughout the week? A child who is consistently attending nursery sessions will be given preference for continuity.
- How quickly can the space be taken up? A child who can start immediately will have priority over a child who cannot start for a term.
- Locality to the nursery: local children will be given preference over children from further afield if all other criteria are equal.

### **Admissions Criteria for an available place with more than one applicant:**

Children will be offered a place at Little Acorns based on the following criteria:

1. "Looked after" children (as defined in the Education Act 2002 – Admissions)
2. Those children who will have a sibling attending this setting at the time of the applicant's proposed admission (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit)
3. Those children who live in the catchment area of the school/preschool.
4. Children who live nearest to the school/preschool calculated in a direct straight line from the child's permanent place of residence to the school/preschool.

If there are more applicants than can be accommodated at the preschool in criteria 1 to 3, places will be offered to those children in each criterion whose place of residence is nearest to the school/preschool as defined in criterion 4.

- Any child who attends additional settings to Little Acorns must notify the Schools Administrator.
- Places at Little Acorns are limited, parents/carers are advised that a poor record of attendance without good cause may, after discussion with the parent/carers, lead to their child's place being given to someone else.

### **Additional information**

- 15 and 30 hour funding can be used for core sessions only (9am-12pm or 9am -3pm excluding the lunch hour 12-1pm).
- Parents/carers will be asked to bring their child for a visit to Little Acorns prior to the child joining, for a 'settling in session'.
- Parents/Carers are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.
- The adult who accompanies the child will need to ensure that they register the child at the beginning of each session – and collect the child by making themselves known to staff in the school office. (Please see the 'Uncollected child policy' alongside this policy)
- Parents/carers are asked to provide three emergency contact numbers when the child is registered. It is the Parent/carers responsibility to ensure that they are kept up to date and current.
- If any child is unwell and not able to attend Little Acorns then the parent/carer must contact the relevant School Office.
- A Little Acorns welcome pack will be given to each family when the child takes up their confirmed sessions. This will have all the additional policies and information that will support a secure and positive time at the setting.
- A parent/carers agreement will also be sent out to be signed prior to a child joining the preschool.

All documentation is available by emailing [admin@bibury.gloucs.sch.uk](mailto:admin@bibury.gloucs.sch.uk) and on the website [Bibury CofE Primary School](#).