


The Aylesbury Vale Academy Trust



The Aylesbury Vale Academy

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Preschool Admissions Policy

Policy Reference:	AVA 006A
Description:	This document describes the admission arrangements to the Aylesbury Vale Academy Preschool and aims to ensure there is a fair and open approach to preschool admissions
Status:	Statutory Policy
Policy Audience:	Parents/Carers
Academy Trust Contact:	Primary Headteacher
Other Related Policies and Procedures:	Admissions Policy, Equality Policy
Governor Committee:	Admissions Committee
Approved by the Governing Board on:	21.09.2022
Latest Date for Next Review:	21.09.2023
Version & Schedule of Amendments:	V.2 Aligning September allocation timeline to that of Reception allocation V.3 Aligning over-subscription criteria to those of the primary and secondary phase of the Aylesbury Vale Academy V.4 Renaming Berryfields to Aylesbury Vale Academy Primary Phase V.5 Renaming Nursery as Preschool, increasing offer to 30 hours and paid places
Signed:	
Date of Signature:	21.09.22

In reviewing this policy, the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

PRESCHOOL ADMISSION ARRANGEMENTS 2022-2023 to the Aylesbury Vale Academy Preschool

At the Aylesbury Vale Academy Preschool, we provide an inclusive, supportive and caring environment, shaped by the Christian values and ethos at the centre of our Church of England Academy, in which children learn, grow and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

The Governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on equal opportunities.

This policy only applies to admission to the Academy's **preschool**. The Aylesbury Vale Academy has its own admissions policy, which is available from the school office and website: <https://www.theacademy.me>

A place in the preschool, or an offer of a place in the preschool, does not also mean admission to the Aylesbury Vale Academy. All parents, including those whose children attend the preschool, wishing to enrol their child at the Aylesbury Vale Academy must apply for a place through the Buckinghamshire Council admission scheme by 15th January in the year they are due to start school. There is no automatic right to a place at the Academy for children attending the Preschool.

All children are entitled to 15 hours per week of funded early learning and childcare from the start of the term following their third birthday for 38 weeks in a full year.

Where deprivation criteria (eligibility for pupil premium) are met, this entitlement is from the start in the term after their second birthday.

From September 2021, the school will operate a flexible model to meet both funded and privately funded children from 2-years-old through to 4-years-old prior to them starting in the Reception class of their allocated primary school. The key dates, for the purposes of preschool admissions, are 1 January, 1 April and 1 September.

Aylesbury Vale Academy Preschool can accommodate a maximum of 48 places for 15 hours (24 morning and 24 afternoon places) and 24 places for 30 hours.

Spaces available are dependent on the ages of the children already attending the pre-school, or due to attend. This fluid delivery model offers us the flexibility to meet the needs of our community. Priority will be given to 3/4 year old children to prepare them for entry into Reception at their allocated school with the remaining places given to 2/3 year olds. There will not be specific numbers for each year group as this will depend on the ages of the children currently in the provision and therefore what we are able to offer, due to staffing and ratios.

Applying for a place in the Preschool

Admission is by application only. If you are considering this pre-school for your child, please request a Pre-school Application link by emailing the school on the following address academy.me.avapreschool@theacademy.me.

Where places are available, the school will allocate places in accordance with the published criteria, on the following dates (or the next school day following these dates):

Deadline for applications	For admission in	Notified by
1 st April	Autumn	End of May
1 st September	Spring Term	End of September
1 st January	Summer Term	End of January

Please note our autumn term is our main intake and we cannot guarantee any further availability in subsequent school terms. Children under 2 years old at the next point of entry cannot be added to the waiting list and you will need to reapply once your child is 2.

Parents are welcome to apply for a place at any time. A waiting list operates in line with the admission policy. Applications received after the specified dates will be added to the waiting list and will be considered during the next round of allocations but do not take priority.

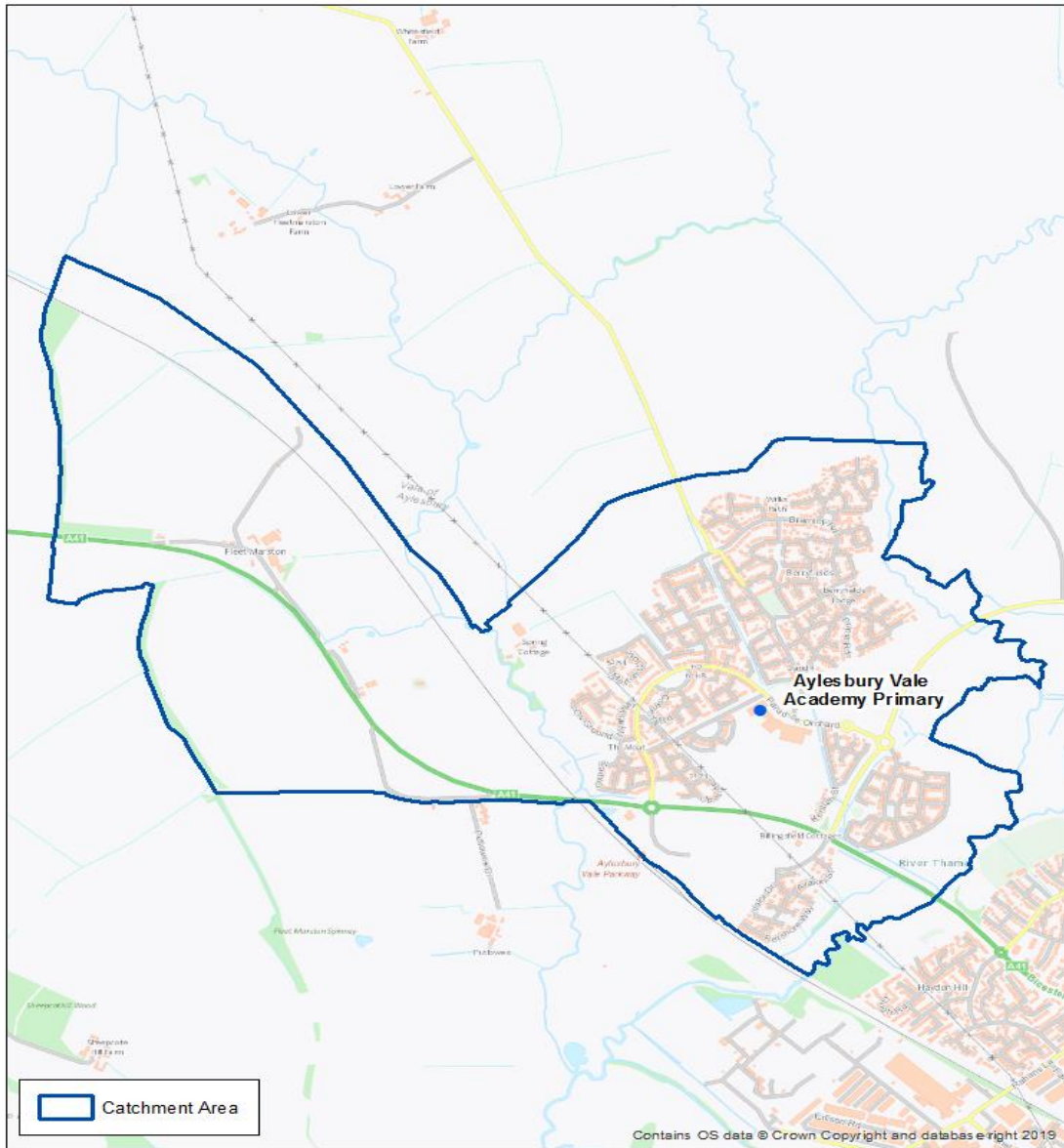
Parents may express a preference for morning or afternoon sessions and the school will make every effort to accommodate those preferences, where possible. Children are normally expected to attend for a minimum of 5 sessions per week for the 15 hour places and a minimum of 2 sessions for the 30 hours places, unless there are exceptional reasons for a different pattern of attendance. In such cases, the final decision as to when a child is admitted and on an individualised pattern of attendance, rests with the Headteacher.

The Governing Body will consider applications in accordance with the admission criteria outlined below without reference to the ability or aptitude of the child. Parents will be informed by email of their decision within 10 school working days of the above dates. The Governors' decision is final. In the event of there being too many applications for the number of places the following oversubscription Criteria will be applied and the Governors will give priority to the children in the following order, according to the criteria for oversubscription.

Oversubscription Criteria

Children holding an Education, Health and Care Plan (EHCP) will be admitted according to the regulations and policy of the Local Authority, subject to the preschool being able to meet the child's individual needs.

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
2. Children of staff at the Aylesbury Vale Academy in either or both of the following circumstances:
 - a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children with a normal home address in the school's catchment area – see map below.



**Catchment Area for Aylesbury Vale Academy Primary
from September 2021**

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Produced by The School Management Support Team, March 2020



4. Families who have exceptional medical or social needs that make it essential that their child attends the Aylesbury Vale Academy preschool rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.

5. Other children.

Session timings

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session	8.30 a.m. – 11.30 a.m.	8.30 a.m. – 11.30 a.m.	8.30 a.m. – 11.30 a.m.	8.30 a.m. – 11.30 a.m.	8.30 a.m. – 11.30 a.m.
	Funded/paid £16 per session	Funded/paid £16 per session	Funded/paid £16 per session	Funded/paid £16 per session	Funded/paid £16 per session
Children receive a fruit snack and drink					
Lunch club	11.30 a.m.- 12.30 p.m.	11.30 a.m.- 12.30 p.m.	11.30 a.m.- 12.30 p.m.	11.30 a.m.- 12.30 p.m.	11.30 a.m.- 12.30 p.m.
	Paid £6 per session	Paid £6 per session	Paid £6 per session	Paid £6 per session	Paid £6 per session
Children are supervised with their lunch and have the opportunity for free-play. Excludes meal; parent/carer to provide a packed lunch.					
Afternoon session	12.30 p.m. - 3.30 p.m.	12.30 p.m. - 3.30 p.m.	12.30 p.m. - 3.30 p.m.	12.30 p.m. - 3.30 p.m.	12.30 p.m. - 3.30 p.m.
	Funded/paid £16 per session	Funded/paid £16 per session	Funded/paid £16 per session	Funded/paid £16 per session	Funded/paid £16 per session
Children receive a fruit snack and drink					

**Please note that the fees and admissions policy are subject to change as the school requires.*

Wrap Around Care

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session	8.00 – 8.30 a.m.	8.00 – 8.30 a.m.	8.00 – 8.30 a.m.	8.00 – 8.30 a.m.	8.00 – 8.30 a.m.
	Funded/paid £6 per session	Funded/paid £6 per session	Funded/paid £6 per session	Funded/paid £6 per session	Funded/paid £6 per session
All children arriving before 8.15am will be offered a healthy breakfast. We regret that Breakfast will not be available after this time.					

N.B Nappies; nappy cream, wipes and other provisions are not provided and must be supplied by the parent/carer for their children. Failure to provide these will result in a £10 charge per day.

Parents are offered the flexibility to book a minimum of 15 hours for a minimum of 5 days/week through to full days for a minimum of 2 days a week but the offering will be based on availability at that time.

Our open hours, as above, are term time only and cover 38 weeks of the year. There will be 5 days when the preschool will be closed for in-service training (Inset days). These will always be the same as the school Inset days and can be found on our school web site.

Payment and Fees

Please note that all payments that are due are payable half-termly in advance in full, and not in arrears. Refunds/Credits are not available if your child is unable to attend due to illness or any other reason. Failure to pay for your sessions in advance and in full will result in your child's place being lost.

Parents will need to provide a valid funding code if taking a funded place. If you are unsure what funding you might be entitled to, please see <https://www.childcarechoices.gov.uk>. You must re-confirm your eligibility every 3 months. If you apply more than 3 months before the term starts, you will have to reconfirm your eligibility in your account in order to keep your code valid.

Additional Charges

There is a consumables charge of £5 per term, payable via the School Gateway portal.

We are introducing a late collection charge for all late pick-ups without a valid reason, this is as follows:

10 minutes - £10.00

15-20 minutes - £20.00

20-25 minutes - £30.00

Persistently late collections will result in your child losing their place.

Attendance and Loss of Place

We ask parents to give a term's notice to change sessions or leave the setting; charges will still apply up until the child has left the setting. If you wish to leave sooner you will not be eligible to claim funding with another provider for the remainder of the termly costs unless the child meets exceptional criteria.

No changes to sessions can be actioned until prepayment is made. We require all changes to be made in writing and will consider these on a case by case basis, subject to availability.

Places are offered up until the start of the Reception year in which your child would normally start school. If you decide to defer your school place, your child would not be able to continue at Aylesbury Vale Academy Preschool as the place will have been allocated to another child.

Your child's place may need to be reviewed and could be at risk if attendance falls below an acceptable level and there is not sufficient reason for the absence(s). Parents will be requested to meet with the Headteacher/Preschool manager to discuss the issues and if after the meeting there is no sustained improvement in attendance then your child will lose their place. You will be notified in writing and given 2 weeks' notice that their place is being withdrawn.

The school reserves the right to support a child to remain in Preschool on a case by case basis. The Governing Body reserves the right to make changes to these operating hours.

Further information:

Further information can be obtained from Aylesbury Vale Academy - Primary Phase, John Fitzjohn Avenue, Aylesbury, HP18 0FG.

Telephone: 01296 674263 Email: avapreschool@theacademy.me