



## Preschool at Emmanuel Holcombe C of E Primary School

Preschool places are available to children who are at least 3 years old and are in the school year before they start Reception. We have 13 places available, subject to our admissions policy, and these are offered on a full-time basis, for the whole school day or a part time basis. Preschool runs during term time only. The full Charging and Applications Policy is enclosed.

Peelers Out of School Club is available to support, both before and after school, between the slightly reduced hours of 7.30 - 8.45 and 3.25 - 5.15. This is to ensure the correct staff ratios to support your children.

For some options and depending on the government-funded hours the child receives, top up charges may be applicable. Attached is the charging policy, which outlines applicable fees and how to pay.

Should you wish to apply, please complete the application form attached. If successful, you will receive a letter confirming your place along with new starter forms to complete. We offer several settling-in sessions to give your child opportunity to come and view the setting and meet their teachers and other children.

We look forward to welcoming your child to preschool at Emmanuel Holcombe.





## Emmanuel Holcombe CE Primary School Application for Full or Part time Preschool Place



This form should be completed by Parent/Carers seeking admission to Emmanuel Holcombe Primary School Preschool. Please carefully read the policy on the back of the form. **It is your responsibility to keep Emmanuel Holcombe up to date with any changes to contact details or address, as this may affect your child's admission to Emmanuel Holcombe Preschool.**

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Expected start date.....

Required Hours:

Full Time.....

Part Time.....

Name of Child: .....

Date of Birth .....

Parents/Carers Names .....

Address of Child .....

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Post Code ..... Tel. No. ....

Email address .....

Previous Nursery / Childminder attended?.....

Are there any siblings at Emmanuel Holcombe? (if so, please give their names)

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Is your child in Local Authority Care? YES / NO

Does your child have any special or medical needs (including allergies), which the school needs

to be aware of? YES / NO

(if YES, please give brief details).....

Evidence provided to support the child's date of birth .....

I hereby certify that the information given above is correct

Signed ..... Date .....

*Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF when required.*



Children in the Preschool will receive either Universal 15 hours or 30 hours Extended childcare funding.

Emmanuel Holcombe Preschool charges for the following:

- Top up options 1, 3 or 6 (see table below)
- School dinners, if taken, at £2.50 per day
- Peellers After School Club, pricing and policy information is available on the website or from the Office.

Options	Timing	Funded Entitlement	Details	Price
Option 1	8.55am - 3.25pm	30 hours	To top up from 30 hours funded to include the full school day	£13.75 per week
Option 2	8.55am – 3.00pm	30 hours	Funded hours with no top up.	No additional charge
Option 3	8.55am - 3.25pm	15 hours	To top up from 15 hours funded to include full school day	£96.25 per week
Option 4	8.55am -11.55am	15 hours	To attend Preschool part time; mornings only.	No additional charge
Option 5	Full days 8.55am – 3.00pm Morning 8.55am – 11.55am	15 hours	To attend Preschool 2 full days and 1 morning	No additional charge
Option 6	Full days 8.55am – 3.25pm Morning 8.55am – 11.55am	15 hours	To top up from 15 hours funded to include full school day. 2 full days and 1 morning	£5.50 per week

If your child is sick or on holiday or does not attend preschool for another reason, you will still be required to pay any Preschool top up fees.

There is no charge for the place when the school is closed.

The structure of the provision will be reviewed annually or as necessary.

#### Payment:

- Preschool payments must be made in advance and may be paid weekly or by half-term.
- Dinner money must be made in advance and may be paid weekly or by half-term.

#### Non-payment of fees

It is the Parents responsibility to ensure their 30 hours codes are renewed. Parents who fail to make payments will have the top u



## Preschool Admission Policy

### **BACKGROUND**

Emmanuel Holcombe Primary School offers a 13 place Preschool. Every child is offered the Universal 15 hours funding, and some are eligible for 30 hours extended funding.

### **ADMISSIONS CRITERIA**

If the number of children requiring places exceeds the number of places available, then the following will be taken into consideration. The criteria listed below is applied in priority order:

The children admitted under Priorities 1 and 2 are minimal and only make up a very small percentage of our pupils, nevertheless, the priority criteria will still apply.

- **Priority 1** Children in public care (Looked after Children) who are the subject of a full care order.
- **Priority 2** Other children considered 'vulnerable' and whose application is supported by the Assistant Director for Social Care.
- **Priority 3** Children who have older siblings in years Reception- Year 6. 'Siblings' includes full, step, half, foster or adopted brothers and sisters living permanently at the same address.
- **Priority 4** Children whose parent/guardian is in regular attendance at public worship at any Church of England church in the Parish of Holcombe and Hawkshaw. Regular attendance is defined as at least one parent/guardian attending public worship at church at least monthly for a period of at least 12 months preceding the date of formal application. Confirmation from the Rector will be sought. A list of Church of England churches in the Parish, and a map of the Parish, can be viewed at the school.
- **Priority 5** Children whose parent/guardian is in regular attendance at public worship at any other church, which is in membership of Churches Together in Britain and Ireland. Regular attendance is defined as at least one parent/guardian attending public worship at church at least monthly for a period of at least 12 months preceding the date of formal application. Confirmation will be sought from the relevant faith leader. A list of churches in membership of Churches Together in Britain and Ireland can be viewed at [www.ctbi.org.uk](http://www.ctbi.org.uk)
- **Priority 6** Shortest walking distance to school.
- Any other children.

The criteria may not be applied in exceptional circumstances. This decision is at the discretion of the Governing Body. Applications for a place under exceptional circumstances needs to be put in writing to the Chair of Governors.

Children who have not been offered a place initially will be put on a waiting list. If places become available during the academic year, the children on this waiting list will be given priority.



### **ORGANISATION**

Parents / Carers will be offered the following options:

- **Option 1** - 5 Full Time Sessions a week 8.55am – 3.25pm (30 hours funded plus top up fees)
- **Option 2** - 5 Full Time Sessions a week 8.55am – 3pm (30 hours funded)
- **Option 3** - 5 Full time Sessions a week 8.55am – 3.25pm (15 hours funded plus top up fees)
- **Option 4** - 5 Morning Sessions a week 8.55am – 11.55am (15 hours funded)
- **Option 5** - 2 Full days 9am -3pm and 1 half day 8.55am to 11.55am (15 hours funded)
- **Option 6** - 2 Full days 9am – 3.25pm and 1 half day 8.55am to 11.55am (15 hours funded plus top up fees)

Options 1,3 and 6 invite top up fees to extend hours to that of the full school day.

### **ENTRY AGE OF CHILD**

Children will be eligible for a Preschool place, when they are 3 and in the school year before they start in reception.

Applications for Admission to Preschool will need to be received before 1<sup>st</sup> December for a January start or 1<sup>st</sup> March for a September start. Any applications received after these dates will be dealt with on a first come, first served basis.

We will try our utmost to offer the places preferred by parents / carers but unfortunately, this is not always possible. Parents / carers must only bring their child to their allocated sessions.

Children will only be allocated a minimum of 15 or 30 hours. We are unable to offer places less than 15 or 30 hours. Where a child is offered a place, we expect them to attend regularly as this builds consistency and helps them settle into the Preschool routines.

In extreme circumstances, sessions may be 'tailored to meet the needs of the child or family'. Each case is treated on an individual basis and will involve other agencies. In these instances, the individual case will be taken to the Governing Pupil Support Sub Committee who will put forward their recommendation to the Full Governing Body.

**A place at Emmanuel Holcombe Preschool does not guarantee a place at Emmanuel Holcombe Primary School. A separate application needs to be made for entry to the school's Reception class and this is managed through Bury Council admissions team.**