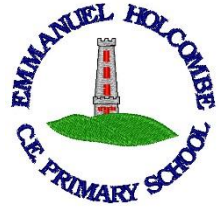


Emmanuel Holcombe Primary School



Application for Full or Part time Preschool Place

This form must be completed by the Parent/Carers seeking admission to Emmanuel Holcombe Primary School Preschool. Please read carefully the policy on the back of the form. **Please be aware 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.**

Places (please tick preference)

Full Time Sessions 8.50am – 3.15pm

Morning Sessions 9.00am – 12.00pm

Name of Child:

Date of Birth

Address of Child

.....

Post Code Tel. No.

Email address

Previous School/setting attended (if any)

Parents/Carers Names

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

.....

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)

.....

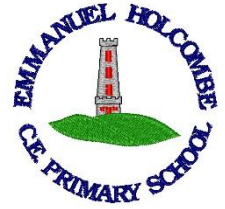
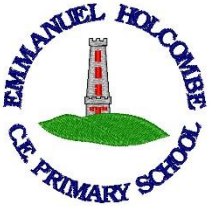
Evidence provided to support the child's date of birth

.....

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.



Emmanuel Holcombe Preschool Admission Policy

BACKGROUND

Emmanuel Holcombe Primary School offers a 12 place Preschool. Every child is offered the Universal 15 hours funding, and some are eligible for 30 hours extended funding. However, flexibility on how these hours are offered is limited due to the school's Preschool provision being educational and not a private childcare provider.

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 still applies.

- **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
- **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.

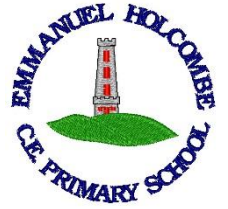
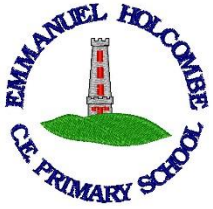
Children who have not been offered a place initially will be put on a waiting list. If places become available during the academic year, the children on this waiting list will be given priority.

ORGANISATION

Parents / Carers will be offered the following options:

- **Option 1** - 5 Full Time Sessions a week 8.50am - 3.20pm (30 hours funded plus top up fees)
- **Option 2** - 5 Full Time Sessions a week 9am - 3pm (30 hours funded)
- **Option 3** - 5 Morning Sessions a week 9.00am - 12pm (15 hours funded)

Top up's are available for option 3 to enable full time sessions. Top up's are also available for option 2 to extend hours to that of the full school day.



ENTRY AGE OF CHILD

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

Applications for Admission to Preschool will need to be received before 1st December 2019 for a January start **or** 1st March 2020 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.