



# **PRE – SCHOOL ADMISSIONS**

September 2024

The purpose of this document is to ensure that places at Battling Brook Preschool are allocated and offered in an open and fair way. **There is no guarantee that this document will not change in future years.**

### **Legal Position & Other Requirements: Summary**

Battling Brook Preschool is its own admissions authority and choose to publish their admissions arrangements.

- Battling Brook Preschool will only offer a 30 hour provision, allowing use of 30 hour funding where applicable.
- If full funding is not available, the balance of fees will be invoiced on a half termly basis.
- It is encouraged that the children stay over the lunch period, however this is optional. If they do, it is requested they bring a pack lunch, but there is a charge to cover staffing.

### **Parental Preferences & Criteria used for Prioritising Admissions to Battling Brook Preschool.**

Age on entry to the Preschool - Places are available in the September following the child's third birthday. Please note, depending on space it may be possible to accommodate a child in the term after their third birthday.

**APPLICATIONS FOR A PLACE AT BATTLING BROOK PRESCHOOL ARE COMPULSORY.**

#### **Application timetable**

Date Applications open	Closing date of applications	Parents are notified of place
1 <sup>st</sup> September	31 <sup>st</sup> October	January

#### **PLEASE NOTE: WE DO NOT OPERATE A WAITING LIST**

Application forms allow parents to express interest in our preschool. Late applications receive the lowest priority, i.e. they are only considered after all other applications which were received on time, unless it can be demonstrated with documentary evidence that the lateness of the form was beyond the parent's control.

If there are too many requests for Battling Brook Preschool, priority will be given to children in the appropriate age-range, whose parents applied on time, in the following order

<b>1st</b>	Children who require full time (30 hours provision)
<b>2nd</b>	Pupils who will have an older brother or sister attending the same school at the same time.
<b>3rd</b>	Pupils who live in the catchment area.

<b>4th</b>	Pupils living nearest to the school measured in a straight line distance (home to school front gate).
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**PLEASE NOTE THAT ATTENDANCE AT BATTLING BROOK PRE-SCHOOL DOES NOT AUTOMATICALLY RESERVE A PLACE FOR A CHILD AT BATTLING BROOK PRESCHOOL.**

Combinations of the above criteria are used in priority order. Where Battling Brook preschool receives more than 30 applications combinations of the criteria will be used to rank the places. When the equality of distance for more than one child (who do not have the same home address) the final tie breaker will be by drawing lots.

**Exceeding our Planned Admission Number (PAN)**

At the time of admission decisions, if there are more requests for in catchment children than the Published Admission Number (PAN), the Published Admission Number will NOT be exceeded to accommodate the catchment area children.

**Acceptance or refusal of offers - Withdrawal of Places or of Offers of Places**

Battling Brook **will withdraw** the offer/place if:

- it has been offered in error
- a parent has not taken up the place and not responded within a reasonable period of time indicating they want the place.
- It is established that the offer/place was obtained through fraudulent or intentionally misleading application
- Battling Brook will not withdraw a place once a child has started at Battling Brook preschool, except where that place was fraudulently obtained.

Offers of places are also withdrawn if they were based on an address and the parent's address changes before the child is admitted. For example, if a child was offered a catchment area place and the family moves out-of-catchment before admission takes place, the offer of the place may be withdrawn.

**Fraudulent Information**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

- Offers or exchange of contracts on intended purchases or sales of properties.
- Informal accommodation arrangements with friends or relatives.