



## **Bluebells Preschool Admission Policy**

### **1. Introduction**

Bluebells has spaces for 18 children per session.

Our adult to pupil ratio is 1:8 or 1:13 if practitioner holding Early Years Teacher Status is present. Children are currently admitted when they are three years old, depending on the availability of spaces. Children may attend Bluebells for between four and ten sessions per week, these sessions are three hours long.

We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or home language.

### **2. Early Years Funding**

- I. All three and four year olds are entitled to a free Early Years Funded Place for 570 hours a year over no fewer than 38 weeks of the year.
- II. We expect to admit children who will be using their Early Years Funding as well as children whose parents are using additional paid sessions. There may be some children who attend only for funded hours or children who attend only for additional paid sessions.
- III. The minimum amount of funded time in a day is three hours and the maximum is six hours.

### **3. Admissions to Bluebells Preschool**

- I. Bluebells Preschool admits:
  - Early Years Funded Three Year Olds from the start of the term following their third birthday
  - Non-Funded Three Year Olds from the day of their third birthday

Patterns of attendance available

- II. We are required to offer the Early Years Funding in a flexible way. Bluebells makes a core offer of:
  - morning sessions of 8.50am to 11.50am
  - afternoon sessions of 12.20pm to 3.20pm



- Lunch sessions run from 11.50am to 12.20pm and are a **paid** session and cannot be claimed for using Early Years Funding.
- Parents should be aware that we require a minimum of four sessions (12 hours) per week to be booked for each child.

#### **4. Charging**

- I. A charge cannot be made if a child is only attending our preschool as part of their Early Years Funding
- II. Our school accepts childcare vouchers. If your employer has a voucher scheme, please contact the school office to discuss your requirements.
- III. The table below sets out our session times. When applying for a place, please indicate which sessions you require on the booking form (see registration pack)
- IV. Payments for all services should be made in advance through Parentpay (School's online payment system). If payment is not received within 14 days, we reserve the right to refuse further paid sessions until the debt is cleared. Payments can be made monthly at the discretion of the school office.
- V. We are unable to give refunds if a child misses a session for any reason.
- VI. Please remember that entitlement bookings can only be changed at the start of each funding term. This is at the start of the school year, after Christmas and after the Easter break.  
Paid sessions can only be changed at the start of every term.
- VII. We are unable to hold places for children who fail to attend on a regular basis for either funded or paid additional sessions.

VIII.

Session Choices	Hours	Funded/ additional paid sessions
8.50am - 11.50am	3	As part of the Early Years funding or additional paid sessions
11.50am - 12.20pm	0.5 hours	Additional paid sessions
12.20pm - 3.20pm	3	As part of the Early Years funding or additional paid sessions

Parents should be aware that when accessing the 15 hours funding, careful choice of sessions is essential to ensure full entitlement.



**NB The funding can only be taken between 8.50am and 11.50am and 12.20pm and 3.20pm. It can not be used to fund the session over lunch, 11.50 to 12.20pm.**

**6. School Lunches**

- I. If a child is using the available lunchtime cover session, children are offered the opportunity to bring a healthy packed lunch or buy a school lunch via the school catering provision, ABM. This comes at an additional cost of £2.30 per day and is ordered through the school's online payment system, Parentpay.

**7. Visiting**

- I. We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at Bluebells. If you would like to visit, please contact the school office on 01327 871363 to make an appointment.
- II. Most children will start at Bluebells at the start of the term or half-term. Other children join us 'in-year' at other times. This may be because they are new to the area or would like to transfer from another Early Years Provider.
- III. To apply for a place here, you must use the application form which is available from the school office and on our website.
- IV. Places are not allocated automatically, even where:
  - there is an older sibling attending the preschool or Badby School
  - a parent has expressed an interest at any time in the school or preschool
  - the child has always lived close to the school.
- V. No place will be held in reserve for a child who applies late. The school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

**8. How to apply for a Bluebells Preschool place**

- I. **Parents must complete the application form and return it to the school office**
- II. The closing dates for applications for Bluebells Preschool are:

Closing date for applications	Start Date
1st April	September (Autumn Term)
1st July	January (Spring Term)
1st December	April ( Summer Term)



You can apply after these dates however your application may not be considered until after all of the applications that were on time. If you could not apply before because, for instance, you've recently moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

**9. What happens next?**

- I. If there are fewer applications than places, no application will be refused. Only if there are more applications than there are places available, will the governing body prioritise applications according to the oversubscription below.
- II. We will contact successful parents to welcome them to the school and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.
- III. If you need help finding a place at another provider, please contact: Northamptonshire County Council or search for childcare online.

**10. Points of Admission to Preschool for Funded Hours**

- I. Generally, children will start at Bluebells at the beginning of a term. Eligibility for the Early Years Funding is at the start of the term following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.
- II. There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in Reception at the normal round are for full time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.
- III. A successful application to Bluebells Preschool does not guarantee a place at Badby School once a child reaches school age. Parents must apply for a school place at the usual time (usually by January of the year in which they begin school) through Northamptonshire admissions.

**11. Admissions Criteria**

Where the number of applications exceeds the number of places available in Bluebells, the Governing Body will use the following oversubscription criteria to prioritise applications for both funded and additional paid sessions.

	Criteria
1.	A child with an Education Health Care Plan or statement of special educational needs
2.	Looked after children or those who were looked after but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.
3.	Children who live in the designated area of Badby, Fawsley and



	Everdon or whose parent's place of employment is Badby School.
4.	Children who have a sibling at Bluebells Preschool or Badby School
5.	Other children

### **12. Waiting Lists**

- I. Following allocation of Bluebells places, the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child. It is possible that a child's name could go down on a list as well as up. Parents may be told their position on the list.
- II. Parents with very young children, ie those who are not due to start within the next two terms, will be asked to complete an **expression of interest form** and told when they should submit an **application form**.

### **13. Increasing the hours attended**

- I. If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to the child/ children on the waiting list. If there is not a waiting list and there are parents of children who already attend the preschool who either want to take up additional funded hours or increase additional paid sessions, then a list of those parents will be made and the oversubscription criteria will be applied to determine who should be given priority for that space.

### **14. Transport**

No transport is available for preschool children.

### **15. Uniform**

Children attending Bluebells are not expected to wear uniform, however uniform with the Badby School logo may be purchased from our uniform supplier if required.

### **16. Claiming the Early Years Funding**

- I. The Early Years Funding can be taken at more than one provider however careful consideration must be given to ensure that the child feels settled, safe and can form relationships with significant adults.
- II. It is important that both the school and parent can see what time is funded and what time is the additional paid sessions.



- III. Parents must not claim more than their funded entitlement, 15 or 30 hours depending upon their entitlement, checks are carried out to ensure that overclaims are not made.

### **17. Changes to attendance**

- I. Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both one and two below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled spaces:
- New applications from new parents whose children do not attend the pre school
  - Requests by parents whose children attend the pre school and they want to increase or change the times their child attends.
- II. It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.
- III. If a child is sick the parent must inform the school. If a child does not attend Bluebells for a period of more than two weeks, without informing the school, that child's place may be offered to another child.

This policy is an application for Badby Bluebells Preschool. It does not replace the admission arrangements for children of school age. Parents who wish their child to progress onto Badby School will need to apply separately through the school's admission authority, Northamptonshire County Council (NCC). The application form can be found on the NCC website.

<https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/Pages/default.aspx>

Agreed by Governors:  
Date for Review:

July 2020  
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