

CONEY HILL COMMUNITY PRIMARY

Happy Hillers Admissions and Attendance Policy



Governor Committee Responsible:	Headteacher	Staff Lead(s):	K.Thompson
Status <i>(Statutory / Advisory)</i>	Statutory	Review Cycle	3 years
Last Review	May 25	Next Review Date	May 2028
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Statement of intent

It is our intention to make Happy Hillers preschool accessible to children and families from all sections of the local community. We are committed to being as inclusive as possible regarding our admissions for our preschool. We also strive to be a provider of funded childcare without it impacting the quality of our provisions. This policy outlines our approach to preschool admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

Legal framework

This policy relates to the Early Years Foundation Stage statutory framework. [Click here to view the framework.](#)

Aim

To ensure that Happy Hillers Preschool is accessible to all sections of the community, through open, fair, and clearly communicated procedures. To promote smooth and stress-free transitions to the setting, ensuring both children and parents/carers are happy. We care for children between the ages of three and four years of age, and the numbers and ages of children admitted to the preschool comply with the legal space requirements set out in the Early Years Foundation Stage (*EYFS*). When considering admissions, we are mindful of staff: child ratios and the facilities available at the preschool. We are registered with Ofsted to provide up to 16 places per session

Preschool – Term time only

Happy Hillers Preschool are in receipt of EYEF for 3 and 4 year olds. All 3 and 4 year olds are entitled to the Universal 15 funded hours during term time. This is available to use at Happy Hillers Preschool from the September after your child's third birthday. The preschool has inset days in line with Coney Hill Community Primary School's inset dates and reserves the right to close on other dates due to exceptional circumstances, i.e. settling in sessions, extreme weather, staff training. The opening dates of Happy Hiller's are the same as the agreed term dates for Coney Hill Community Primary School, and can be viewed on the school's website, www.coneyhillprimary.co.uk.

Happy Hillers is advertised through the Glosfamilies directory and Coney Hill Community Primary School.

Opening Hours

Opening hours are Monday to Friday 8.50am to 3.30pm Term time only.

Full time session 8.50am-3.30pm (32.5 hours) including lunch time Please note that for those attending for 32.5 hours and using their 30 hour free childcare, there will be a small charge for the additional lunchtime provision

Morning session 8.50am-11:50am (15hours)

Afternoon session 12:30pm – 3:30pm (15hours)

Accessibility

Happy Hillers Preschool aims to ensure its services are accessible to all sections of the community as per the schools' Equality and Accessibility Policy.

Priority arrangements for admissions

Places will always be confirmed by email followed by a signed Parent Offer and Acceptance of place

Due to demand for spaces, when offering preschool places we do not hold spaces open for pupils for families to decide if a space is wanted or not.

When Happy Hillers has more applicants than places available, children are offered places in the following order:

1. Children currently attending regularly in the Happy Hillers setting
2. Children with an Education, Health and Care Plan (EHCP).
3. Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
4. Children who have a sibling in attendance at the time of their admission at Happy Hillers. For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil

partnership. In every case, the child must be living in the same family unit at the same address, at the time of application. Where a child lives with both parents on a 50/50 (equal) basis, we will use the address of the parent who is in receipt of the child benefit for allocation purposes.

5. Multiple Births - Applications for twins and children from multiple births will be considered as individual applications. However, we acknowledge the difficulties for families if children cannot attend the same setting, for example if one child can be offered a place but not the other and therefore will aim to accommodate both/all children at Happy Hillers Preschool, where there is capacity to do so. The preschool will not exceed 16 children per session.
6. Children of current staff (staff member must have parental responsibility) at Coney Hill Community Primary School
7. Children of UK Service Personnel or other Crown Servants
8. Those who live nearest to Happy Hillers -measured in a straight line from the Ordnance Survey address point of the child's home address (including flats) to the Ordnance Survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Normal Admissions Offer

The term 'normal admissions round' refers to all applications for admission to the main year of entry of Happy Hillers Preschool, this is the September after a child turns 3 years old. Applications should be made prior to 1st March, before the September academic year in which the child is due to start at preschool.

- Children who are entitled to 30 hours of funding may attend for 30 hours per week, term time only, if spaces are available. This can be used over multiple sessions and to cover lunchtime sessions but morning or afternoon sessions cannot be reduced to less hours than 3.
- Children may attend 15 hours per week, 3 hours per day, or 6 hours per day during morning or afternoon sessions or on selected days, using funded hours to cover lunch sessions or pay privately. We do not split morning or afternoon sessions.
- Children may attend and carers pay privately for additional lunchtime and morning or afternoon sessions, if available.

1. Admission of Children below Compulsory School Age

Children are offered, where available, a full-time place (30 hours per week (plus 2 1/2 lunch charged per week), split over 5 days, term time only) in the September following their third birthday. However, where the preschool has spaces we may seek to offer places to younger pupils who are 3 years old, in these cases the following admissions criteria is used:

4a. Siblings, in order of distance from school, nearest first

4b. Non-siblings in order of distance from school, nearest first

2. In-year admissions

Where there are spaces available during the year, an application form should be completed and this will be considered. Spaces will be allocated in line with the priority arrangements in this policy.

3. Oversubscription criteria

Where Happy Hillers Preschool is oversubscribed (i.e. there are more applications than places available) initial offers will be made in accordance with the priority arrangements in this policy – numbers 1-8.

4. Late applications

Applications for the September start date must be submitted by 1st March of the same start date year. Where an application for a preschool place has been received 'late' i.e. after the relevant closing date for that round of allocations, the application will only be considered once children from all on-time applications have been allocated a preschool place, unless there are exceptional circumstances as agreed by the Headteacher.

5. Children's home address

Only one home address can be used for admission purposes. A child's home address is defined as 'a child's ordinary place of residence, which is deemed to be the residential property at which the child normally and habitually resides with their parent or legal guardian for more than 50% of the time.

Where a child lives with both parents on a 50/50 (equal) basis, or if a child's parents live at separate addresses, we will use the address of the parent who is in receipt of the child benefit for allocation purposes.

6. Class size

We cannot exceed 16 pupils per session.

Waiting lists

Where preschool is oversubscribed during the normal admission round for entry to the preschool (i.e. where all children requesting a place at preschool have not been allocated one) the waiting list will be held until the end of the academic year.

The waiting list will be prioritised according to the priority arrangements in this policy, regardless of the date the application was made, and should any places become available at the preschool they will be offered to the child at the top of the waiting list.

Where applications for admission exceed the number of places available (both in the normal round of admissions and for in-year admissions), or a space becomes available, the priority admission criteria 1-8 above will be applied to decide which children to admit:

Where any particular category at points 1-8 above is oversubscribed, criterion 8 (strongest geographical claim based on a straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children when applying criterion 6 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed.

Funding

Government Early Years Funded entitlement for preschool hours is used so when you register your child for their funded place please bear this in mind if you split hours with another setting. We offer flexible sessions as specified by the Government.

We are able to offer additional sessions not funded by the Early Years Funded Entitlement as self-funded sessions

Additional charges— see charging policy

Collection

Happy Hillers will need to have full details of any person that may collect your child. We will not let your child leave our care unless we have authorisation from you to do so. Therefore we need to have emergency contact details for your child just in case you are unable to collect yourself. If you know that someone else will be collecting on a specific day you must inform us and give us all of their details and a password system will also be used. If there is any doubt we will contact you to confirm you are happy for your child to leave with them. Persons collecting from happy Hillers must be 18 years +.

Late pick up-The sessions end promptly at the times stated below:

Full day – 3.30pm, Morning session – 11.50am, Afternoon session – 3.30pm

If you are going to be late as a result of an emergency please contact us as soon as possible, otherwise we will contact your next emergency carer.

Late pick up will incur a charge of £5 and you will be required to sign out at the school office. This amount will then be added to your monthly invoice.

Registration forms / funding forms required before starting

Prior to a child attending our preschool, parents must complete and sign a registration form

Please sign and complete the Early Years Funded Entitlement form before your child starts.

Please visit the school office with your child's original birth certificate so that we may verify your child's date of birth

These forms provide the preschool with personal details relating to the child. Failure to complete these forms before your child starts will result in your child's space being withdrawn.

Attendance

Should a child not attend pre-school for a period of 2 weeks during term time, the child's place at pre-school could be terminated.

Happy Hillers term dates will be notified in advance.

Child Sickness Policy

If your child is too poorly to attend Happy Hillers you must inform us between 8.00am and 9.00am on 01452522734.

Parents / Carers agree that a child who is ill (fever, infection, diarrhoea, sickness, communicable disease or any other type of illness that may be passed onto others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and the other children in our care.

Children will not be allowed to return to our care until they have been symptom free for at least 24 hours for a fever and 48 hours after the last incidence for sickness and diarrhoea. In certain cases we may require a sick note from your doctor.

Happy Hillers Policies and Procedures can be found on the Coney Hill Community Primary School website www.coneyhillprimary.co.uk . Policies not found on the website are available upon request