

## HAYWOOD VILLAGE ACADEMY

### **Introduction**

The early education provision made for 3-4 year olds complies with the following principles of the Early Years Framework:

- Child-centred – the needs and interests of children determine our decisions in the planning and running of the Pre-school.
- All activities promote educational achievement.
- Inclusive – we aim to meet all children's needs and do not stigmatise, exclude or discriminate.
- We aim for consistently high quality provision and monitor this as thoroughly as the rest of the school.
- We are committed to staff development.
- We provide a rich and creative curriculum.
- We work in partnership with parents.
- We liaise closely with family support services and other agencies as required.

It is important to understand that because this is a non-statutory phase of education, admission to an academy Pre-school class is outside of the statutory framework for admissions in academies.

- North Somerset Council is not the admissions authority for our Pre-school class.
- Pre-school classes are not encompassed by the academy's Admissions Policy.
- There is no statutory framework for appeals against an admission decision.
- The responsibility for agreeing and implementing an admissions policy for an academy Pre-school class lies with the individual academy.

### **Age of Admission**

- Children will be admitted at the beginning of term 1, 3 or 5 and not before the age of three years.
- Only if there is a vacancy can admission take place in terms 2, 4 and 6.
- Admission will be at the start of term to allow for an appropriate settling in process.

### **Application Process**

- Parents requiring a place for their child should complete the Pre-school application form.
- Pre-school application forms will be available to any parent on request.
- Decisions about admissions will be taken by the Principal/Early Years Leader each term.
- Parents will be informed of the outcome of their application in the term prior to being admitted.
- From April 2019, for all new bookings, the minimum number of hours children need to attend is 15 hours per week.

It should be noted that admission to the academy Pre-school class **does NOT** constitute admission to Haywood Village Academy, nor does attendance at the Pre-school class give priority to admission to the academy. However, if admission criteria for the Pre-school matches that of the academy, the child should be identified for both.

### **Waiting List**

The academy will maintain a waiting list. Places will be allocated on a *first come first served* basis alongside a completed application form. However, priority will be given to children who have siblings in the school, irrespective of the timing in which application forms were submitted.

### **Attendance**

Regular attendance is required to maintain a place in the Pre-school class. If there is an issue with attendance, we liaise closely with Health Visitors or Social Workers as appropriate to address any concerns. The academy reserves the right to withdraw an allocated Pre-school place should there be a lack of attendance and not a sufficient level of communication after 3 weeks.

### **Appeals Process**

There is no statutory right of appeal against a decision with regard to admission to a Pre-school class. Parents wishing to object to a decision concerning their application should in the first instance put their concerns to the Principal.

### **Admission of Children Who Are Not Toilet Trained**

No child who has been allocated a place according to the Admissions Policy will be refused admission on the grounds that he/she is not toilet trained. Being toilet trained is not used as part of the criteria for allocating a place.

However, if any child who has been allocated a place is not toilet trained, we would strongly encourage the parent to work in partnership with the Pre-school class team to implement a plan to ensure the child's toilet training is achieved as soon as possible, and may consider negotiating a delayed start date in agreement with the parent and working in partnership with the parent/carer and child's Health Visitor to implement a plan to ensure the child's toilet training is achieved as soon as possible.

During parents'/carers' introductory visits to the Pre-school class, any difficulties are discussed with the parent/carer in an attempt to resolve these difficulties prior to the planned date of the child's admission to the Pre-school.

### **Meals**

Children attending the Pre-school for a whole day can be provided with a hot meal which the parent pays for unless entitled to free school meals (£2.30 per day). This has to be prepaid and booked online. The same criteria for determining whether a Pre-school aged child is entitled to free school meals applies as for all other children. Alternatively, you may provide a healthy packed lunch for your child.

### **Complaints Procedure for Parents**

The procedure for parents to complain about the decision not to allocate a Pre-school place is as follows:

- Parents write to the Principal who will explain the decision in writing.
- If they are not satisfied with this explanation, parents can contact the Chair of the Academy Council. The Chair of the Academy Council / Governing Body responds in writing.

### **Safeguarding Statement**

At Haywood Village Academy we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services, at Haywood Village Academy. We recognise our responsibility to safeguard all who access the academy and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.