

HEADSTART PRE-SCHOOL

At

Shevington Vale Primary School

Runshaw Avenue

Appley Bridge

WN6 9JP

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Tel:07795 831958

Registration No EY340840



"Where young minds grow, independence is nurtured and inspired lives begin"

Headstart Pre-School LTD **Admissions Policy**

Headstart Pre-School LTD holds places for up to twenty, three and four year olds and twelve two year olds at any one time (thirty two children in total).

Children become eligible for admission to Headstart on the day of their 2nd birthday. For those eligible for two or three year old funding this will start the term following the child's 2nd/ 3rd birthday. Those eligible for two year old funding will have received a 'post card' from the local authority prior to their child's 2nd birthday, this must be brought to Headstart at the earliest opportunity. Information about tax free childcare and thirty free hours can be sought at the following web address: www.childcarechoices.gov.uk. A childcare calculator can help to guide you to the most beneficial option.

For Parents/ Guardians who are wanting to access the 30 hours free childcare Headstart requires an online application to be completed (on the above web address). Headstart will need to be in receipt of the eligibility code; child's date of birth and parents national insurance number at least two weeks prior to the start of the term in which they wish to claim for. Headstart will then submit this information to the local authority for verification. Headstart will hold a grace period of 90 days for those who find that they no longer meet the eligibility criteria.

Parents/ Guardians are able to visit the setting at any time to obtain an application pack. All parts of the application forms must be completed before children are placed on the waiting list. Applications to Headstart Pre-school LTD will only be accepted and checked by a member of the management team. We also request the child's original birth certificate (which will be photocopied and kept for our reference).

Intakes to the setting will run in September, January and April. Mrs Alison Davies will hold the responsibility for the allocation of all places. Applications for sessions will be taken throughout the year, sessions will be confirmed by 1st June each year (for the following September). For those starting mid-way through the year allocated spaces will be confirmed at least six weeks prior to the start date.

Should any late applications be made children will automatically be allocated the available sessions (this may not fall in line with the list below). Headstart Pre-School LTD will release places for three and four year old children in the following order (these children will take priority).

1. Children whom currently (before the summer) attend Headstart Pre-school LTD. Those attending the most hours/ full days of childcare will have first refusal of session spaces/ positions.
2. 4 year old children who will be starting school at the beginning of the next academic year. Those wanting the most hours/ full days will have first refusal of sessions/ positions.
3. 3 and 4 year old children eligible for funded hours.
4. 3 year old children who are non-funded.

Headstart Pre-School LTD will release places for two year old children in the following order:

5. Children whom currently (before the summer) attend Headstart Pre-school LTD. Those attending the most hours/ full days of childcare will have first refusal of session spaces/ positions.
6. 2 year old children eligible for funded hours.
7. 2 year old children who are non-funded.

Headstart Pre-School LTD cannot guarantee that an pre-school place will result in a place at the school.

In the event that a parent/ guardian wishes to appeal a decision not to allocate a place they must put their concerns in writing and address it to the manager Mrs Alison Davies. Mrs Alison Davies will reply in writing within 30 days and her decision is final. If parents/guardians wish to make a further complaint they must write to Ofsted at the following address:

Early Years Ofsted
Picadilly Gate
Store Street
Manchester
M1 2WD

