



PRE-SCHOOL ADMISSIONS POLICY
Pear Tree Mead Academy
Part of the Passmores Co-operative Learning Community
2025-2026

Pear Tree Mead Academy Pre-School Admissions Policy. The Trustees of the Passmores Co-operative Learning Community (PCLC) are the admissions authority for all PCLC schools.

Background

There are 20 part-time places available, all of which are morning sessions. The priority is given to those that receive funding and have siblings in the school.

Principles

- 1 We aim for children to attend for at least three terms on a part-time basis prior to transfer to a Nursery class. The children can start when their funding begins, the term after they turn 2 years of age.
- 2 A home visit and initial meeting will have taken place before the child starts school.
- 3 Children will attend 5 morning sessions each week.
- 4 There may be a mixture of two and three year olds in the sessions (unless there are any other educational needs). Children will leave the Preschool the term after they are 3 years old to enter a Nursery provision.
- 5 The session will last 3 hours per session from Monday to Friday (term time) (This excludes training days).
- 6 On entry into the Preschool, flexibility in hours can be considered, on a short term basis for settling in purposes. If staff consider it is developmentally appropriate for the child to attend fewer than five sessions due to physical, social, emotional needs, the parent will be informed.
- 7 Entry into the Preschool class does not guarantee entry into the Nursery or main board of the school. Although if a child wishes to attend the school Nursery, parents must apply separately, and the Nursery admissions policy will be adhered to. School admissions remain separately and there is no automatic entitlement to a place.

8 Children are admitted to the Preschool using the following criteria, Unless the following conditions apply:

- Looked after children will be given first priority ahead of all other applications.
- Exceptional medical circumstances (supported by evidence) • Children with an Education, Health and Care Plan.

Children who are eligible for 2-year funding (15 hours for 2-year-olds of eligible working parents and 15 hours for 2-year-olds funding for Disadvantaged Families)

Eligibility Criteria

Two-year-olds (FEEE2)

Families with children aged two are currently eligible for 15 hours per week of funded care and education (for 38 weeks of the year) if they receive any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments.
- the guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax.
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child may also be eligible if they:

- are looked after by a local authority.
- have an education, health and care (EHC) plan.
- get Disability Living Allowance

- have left care under an adoption order, special guardianship order or a child arrangement order.

In addition, the government has announced that:

- from **April 2024**, all **eligible** working parents of **two-year-olds** will be able to access funding for **15 hours per week** of education and care for 38 weeks of the year.

To be eligible, each parent or carer must: (FEEE2W)

- earn more than the equivalent of 16 hours at the national living wage or minimum wage per week. This means that over the next three months, you expect to earn at least £1,976 - the National Living Wage if you are 23 or older.

There is no requirement to work a certain number of hours per week – it is all about how much you earn. This means that, for example, if you only work 10 hours a week but earn £20 per hour, you will meet the minimum earning threshold. Apprentices are also eligible as long as they earn the equivalent to 16 hours at the apprentice minimum wage.

AND

- earn less than £100,000 per year. Again, this applies to each parent and carer in a dual-parent household. This means that if one parent earned £101,000 and the other earned £20,000, a family would **not** be eligible, but if both parents earned £99,000, the family would be eligible.

We will offer from our waiting list of eligible applications in the following order:

- Siblings of other children attending Pear Tree Mead at the time of starting Pre-School. In age order (eldest first).
- Children who live within the priority admissions area.
- Other children living outside the priority admissions area in distance first and then age order (eldest first).

Procedures

- 1 Parents may indicate an interest in a Preschool place by completing and returning an application form to the school. Application forms are available through the school office. Parents will also need to complete the eligibility forms to prove that their child is entitled to a free place.
- 2 Parents will receive verbal confirmation or a letter confirming their application has been received and they have been placed on the waiting list. This is all based on being successful against the funding criteria.
- 3 Parents will be notified in writing in the term prior to their child being admitted to a Preschool confirming the offer of a place (if they are on the waiting list).
- 4 The school will request that acceptance of the offer of a place be confirmed as soon as possible but definitely within two weeks of receipt. The school will follow-up on no responses during the second week. Failure to respond will result in the place being withdrawn.
- 5 Parents will be contacted to arrange a compulsory home visit before the child can start. There will be questions asked about the child's development and routines.
- 6 All parents will have to complete a termly declaration funding form, claiming the number of hours the child will be attending before they start. This must be done before the start of every new school term. These forms will be provided by the school. Children will not start until this form is received by the school.
7. All parents will have to show the child's birth certificate and the birth certificate number will be recorded on their records. We will also need to see a copy of the red health record book. A copy of the details recorded at the child's 1 year check will be taken.
8. There is no appeal process of placing a child in Pre-School. The school's decision on placing children is final.

The school reserve the right to carry out spot checks on addresses at the time of application, documents with proof of address will be asked to be produced in this instance.

Withdrawal of a place

A place can be withdrawn if no reasonable explanation is given for poor or non-attendance over a three-week period.

Parents will be contacted in the first instance by telephone. If no satisfactory reason for absence can be obtained or no improvement in attendance, parents will be notified in writing the intention of withdrawing the place. The vacancy would then be filled by a child from the waiting list.