



## **Admissions Policy 2025-2026**

# Admissions Policy

Holy Trinity Governing Body is the admission authority for the Pre-School Provision.

## 1 Pupil Admission Number

The Pre-School has places for 26 children. There will be 2 sessions available each day with 2 sessions of wrap-around care.

## 2 Hours of Operation from September 2025

Holy Trinity Pre-School operates between the hours of 7:30am and 5:45pm, Monday to Friday for 38 weeks per year, over 3 academic terms. Pre-School is closed on all UK Public Holidays and on Whit Friday (local observance).

Breakfast Club	7:30am – 9:00am	1 hr 30 mins
Full Day	7:30am – 5:45pm	10 hrs 15 mins
Mini Day	9:00am – 3:00pm	6 hours
After School Club	3:00pm – 5:45pm	2 hours 45 mins

Holiday club is operated by Squirrels childcare. Please ask at the school office for information and registration forms.

Children may have a school dinner at a cost of £2:90 per day\* or bring a packed lunch.

Holy Trinity's Governing Board is responsible for decisions regarding the Pre-School setting and hours of operation, and may from time to time review this provision.

*\*cost correct as at September 2023 but may be subject to change by Oldham Council*

## 3 Age of Admission

The Pre-School operates for children aged 3-4 years old. Children can start in the term following their 3<sup>rd</sup> birthday.

## 4 Admission Procedures

### 4.1 Pre-School Application Form Submitted

Completed applications should be returned to the school office on or before the closing date of the term being applied for (see table below). All applications must be supported with proof of the child's date of birth i.e. birth certificate or passport (original documents only).

Sessions available to book are:

Session	Hours	Duration	Supplementary Charge*
Breakfast Club	7:30am – 9:00am	1 hr 30 mins	£8.25
Full Day	7:30am – 5:45pm	10 hrs 15 mins	£55
Mini Day	9:00am – 3:00pm	6 hours	£33
After School Club	3:00pm – 5:45pm	2 hrs 45mins	£15

*\*Cost of session if childcare entitlement hours are exceeded*

Term of Admission	Closing Date for Applications
<b>Autumn Term</b> <i>Starting Tuesday 2nd September 2025</i>	Monday 13 <sup>th</sup> April 2025
<b>Spring Term</b> <i>Starting Monday 5<sup>th</sup> January 2026</i>	Friday 17 <sup>th</sup> October 2025
<b>Summer Term</b> <i>Starting Monday 13<sup>th</sup> April 2026</i>	Wednesday 11th February 2026

Applications may be made for use of all or part of your child's childcare entitlement. Any hours over and above the entitled hours will be charged, by session, at the rates above.

#### **4.2 Parent / Pre-School Agreement Form Signed**

The Parent/Pre-School agreement form should be returned for all children who wish to accept an offered place. Pre-School places and sessions are not guaranteed until written confirmation is received.

A place in the Pre-School **does not** guarantee a place in the Reception Class at Holy Trinity CE Primary School. An application for a primary school place must be submitted to OMBC through the Oldham Council website.

Governors will admit all children who have an Education, Health and Care Plan (EHCP) where Holy Trinity Pre-School is specifically named as the care provider.

## **5 Admission Criterion**

1. Applications will be graded according to the greatest amount of provision requested over the full week.
2. Proximity to Pre-School – defined as the distance between the child's postcode and the Pre-School's postcode.

## **6 Oversubscription Criteria**

In the event of oversubscription, places will be offered in accordance with the following criteria, applied in the order detailed below:

1. Applications will be graded according to the greatest amount of provision requested over the full week.
2. Children of Holy Trinity CE Primary School & Pre-School employees.
3. Children in care or children who have previously been looked after immediately prior to being subject to an adoption, residence, or special guardianship order.
4. Children who already have a sibling at the school and who will still be attending when their brother/sister starts in Pre-School.
5. A sibling is your child's brother or sister (including half-brothers and sisters, stepchildren and fostered children living with the same family, at the same address). Cousins do not count as siblings.
6. Proximity to Pre-School – defined as the distance between the child's postcode and the Pre-School's postcode.
7. Children with Exceptional Medical or Social Need – A person applying on these grounds must submit relevant professional written evidence from a G.P. or Social/ Children's Services stating why the child should attend this Pre-School class rather than any other Pre-School.

## **7 Tie-breakers**

Should it be necessary to distinguish between applicants with equal priority within any of the above criteria, places will be awarded to those living nearest to the Pre-School. Distance is measured as a straight line from the child's home postcode to the school's postcode.

The normal permanent address is considered to be where the child resides for the majority of the school week and where the child's primary guardian normally permanently resides.

Evidence will be required of the child's normal place of residence, defined as the place where the child resides for the majority of the school week and where the child's primary guardian normally permanently resides.

## **8 Waiting List**

Where we have more applications than places, the admission criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the oversubscription criteria. Since the date of application is not a criterion for the order of names on the waiting list, late applications for the Pre-School will be positioned according to the extent to which they meet the oversubscription criteria. Thus it is possible for a child who moves into the area later, to have a higher priority than one who has been on the waiting list some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place.

## 9 Fraudulent Applications

Where the Governing body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent, which effectively denies a place to a child with a stronger claim, then the Governing body has the power to withdraw the offer of the place.

## 10 Fees

*Information relating to additional fee paying Pre-School sessions:*

Parents who require additional sessions over and above their child's entitlement, can choose to purchase additional sessions. For safeguarding reasons, no part sessions are available.

Non-payment of fees will result in your child losing their Pre-School place and the Pre-School admission criteria would need to be re-applied.

All details and current Pre-School fees will be supplied at the time of application.

### 10.1 Fees Payable

Fees will be payable for all contracted sessions. Non - attendance for sickness and holidays will be charged in full.

Should school be closed in any exceptional circumstances – fees will still be payable.

## 11 Invoicing

Invoices for chargeable Pre-School sessions are payable by the end of the month of issue.

Payment of incurred charges can be made by:

- Government-backed Tax Free Childcare scheme (Childcare Choices)
- Employer Childcare voucher scheme
- Bank Transfer

## 12 Late Collection Charge

If a child is collected 15 minutes later than the contracted time for any session during the Pre-School day, there will be a charge of £10 for each session late, plus the session fee. This will be invoiced in arrears.

## 13 Notice Period for Contract Changes

Parents may only change the chosen provider during **a term** in exceptional circumstances (e.g. moving area, safeguarding). The funding for the government is in place **termly**.

The notice period for changes to contract for the following term, or termination of contract, is 1 calendar month and must be put in writing to the school via a 'Pre-School Provision Amendment Request Form', available from the school office.

Pre-School class places and sessions are not guaranteed until written confirmation is received.

## **14 Complaints**

If you are unsatisfied with any decision made through the admissions policy, please contact the school office on 01457 872860 to arrange an appointment with the Head Teacher.

## **15 Appeals procedure**

Please contact the Chair of Governors to appeal against any decision made.

## Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Registration / Admissions data	Name D.O.B. Address Telephone Medical issues Parental details	Legally required for admission to school  Wellbeing of your child  Communication	All Staff (where necessary)	Initially completed on paper then entered onto School's Management Information System  Paper version is shredded	Held on file throughout child's time at school  Passed on to new school when moving  Computer retains copy of records in 'Archive'

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
		✓