

# **Longcot and Fernham CE Primary School**



## **Nursery/Preschool Admissions policy**

# Longcot and Fernham Preschool Admission Policy

## 1.0 Introduction

Longcot and Fernham CE Primary School is a Trust School within the Cambrian Learning Trust. Our welcoming and friendly school with a family atmosphere is situated within the heart of Longcot. It serves the communities of Longcot, Fernham and the surrounding towns and villages.

Our Local Governing Body is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admission applications.

These arrangements seek to comply with the Government's Schools Admissions Code<sup>1</sup>, Oxfordshire's Early Education Fund for 3 & 4 year olds - universal entitlement (15 hours) and extended (30 hours)<sup>2</sup> and the Early Education and Childcare Statutory Guidance for Local authorities<sup>3</sup>.

## 2.0 Admission Guidelines

All three and four-year-olds are entitled to a free early years education place for 570 hours per academic year (15 hours per week) or 1140 hours per academic year (30 hours per week) if eligible (*see Appendix 1 of this Policy*) over no fewer than 38 weeks of the year.

We expect to admit children that will be using their Early Years Education Funding as well as children whose parents or carers are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The minimum amount of funded time in a day is 3.0 hours and the maximum is 6 hours.

## 3.0 Admissions to the Preschool Class

Longcot and Fernham CE Primary School admits Early Years Education funded three and four-year-olds from the start of term following their third birthday.

## 4.0 Patterns of attendance available

We are required to offer the Early Years Education Funding in a flexible way. During term time only, our school makes a core offer of:

- Morning sessions of 8:30 am to 11:30 pm
- Afternoon sessions of 12.00pm to 3.00pm
- All day sessions of 8:30 am to 3:00 pm.

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If you choose an all-day session this includes the lunchtime period that is 11.30am. – 12.00pm. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Education Funding.

<sup>1</sup>[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

<sup>2</sup> <https://www.oxfordshire.gov.uk/cms/content/free-early-education-3-4-year-olds-0>

<sup>3</sup>[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/596460/early\\_education\\_and\\_childcare\\_statutory\\_guidance\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596460/early_education_and_childcare_statutory_guidance_2017.pdf)

Session choices	Hours	Funded/bought hours
8.30am – 11.30am	3	As part of the Early Years Education Funding or bought
12.00pm – 3.00pm	3	As part of the Early Years Education Funding or bought
8.30am – 3.00pm	6	As part of the Early Years Education Funding or bought

It is the expectation that parents or carers commit to their child attending for at least the 15 hours of their NEF. Parents or carers only wishing to use their 15 funded hours at Longcot and Fernham CE Primary need to choose sessions carefully so that they can access the full 15 hours e.g. sessions of 5 mornings of 3 hours; or a mixture of full days (6 hours) and half days (3 hours), totaling 15 hours. Parents or carers eligible for 30 funded hours cover five days per week 8.30 am – 3.00 pm.

Drop off and pick up times may vary in line with the school's drop off and pick up procedures; however, all sessions will be at least 3 or 6 hours.

If you are not eligible for 30 hours funding, and want to buy additional hours on top of the 15 funded hours you can do this during any of our opening times. (These places must be booked in advance and are subject to availability.) Sessions are charged at £6.04 per hour (or £18.12 for a 3 hour session).

### **5.0 Charging**

There is no charge for applying for a preschool place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.

A charge cannot be made if a child is only attending the preschool, as part of their Early Years Education Funding.

### **6.0 School Lunches**

Free school meals (FSM) can be provided for children whose parents or carers meet the government's eligibility criteria **Apply for free school meals - GOV.UK** and if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age.

Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a cooked school lunch (contact the school for current prices) or bring a home packed lunch.

### **7.0 Visiting**

We welcome visits from parents or carers and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our preschool. If you would like to visit Longcot and Fernham CE Primary School, you should contact the office to make an appointment.

## **8.0 Applying for a place**

Most children will start at the preschool at the start of the term or half term. Other children join us 'in-year' at other times. This may be because they are new to the area or would like to transfer from another school or early years provider.

To apply for a place here **you must use the Longcot and Fernham CE Primary School Preschool Expression of Interest Form and return it to the school** (*see Appendix 2 of this policy*).

Places are not allocated to a child automatically, even where:

- There is an older sibling attending the school;
- A parent has expressed an interest at any time in the school; or
- The child has always lived close to the school.

No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

### **8.1 Offering Places**

The main point of entry to the pre-school will be in September each year. Places for the September entry will be offered during the preceding academic year to children who will be three by 31st August of that year. If there are more children on the waiting list than places available, priority will be given by the Governors in line with the Oversubscription Criteria – see below.

Places will be offered by contacting parents by letter or telephone using the contact details provided. If no response is received within 2 weeks of making the offer, the place may be offered to another child on the waiting list.

If places are available for entry in the Spring or Summer terms, these will be offered to children on the waiting list who have reached the eligible age:

<b>1) Children become eligible for a place when they were born:</b>	On or after 1 April and on or before 31 August	On or after 1 September & on or before 31 December	On or after 1 January & on or before 31 March
<b>2) Admissions panel meet if required:</b>	January/February	July/ August	November/ Dec
<b>3) Receive a letter about your application:</b>	By the beginning of March	By the end of September	By the end of December
<b>4) Reply to the letter</b>	Please reply to the letter within 2 weeks to accept a place.		
<b>5) Start at preschool</b> (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

## **8.2 Oversubscription Criteria for Three- and Four-Year-Olds**

1. Children who are 'Looked after' in accordance with section 22 of the Children Act 1989.
2. Children who are on the Child Protection Register and live in the normal area served by the school.
3. Children who have siblings of compulsory school age attending the school at the time of admission.
4. Children where there is outside agency involvement and live in the normal catchment area served by the school.
5. Children from the normal catchment area of the school.
6. Children from the wider area of the school.

If there are more children within a category than there are places available, places will be allocated in date of birth order, starting with the oldest child.

Children who have an education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria are applied.

## **8.3 Withdrawing offers**

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within four weeks
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

## **8.4 Refusal of admission**

A child is only refused admission if one of the following criteria are met:

- The preschool has reached its admissions limit (maximum 8 children in each session)
- The child is not of the appropriate age

Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child. Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

## **8.5 Information provided in an application**

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend preschool and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission.

If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.

You will be asked to provide date of birth evidence so we can check your child's age.

## 9.0 What happens next?

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the Local Governing Body prioritise applications according to the oversubscription criteria below.

We will contact successful parents or carers in line with the table in Section 8.1 to welcome them to the school and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

## 10.0 Points of Admission to Preschool for funded hours

Generally children will start at preschool at the beginning of a term. Eligibility for all three-years-olds to receive the Early Years Education Funding is at the start of the term following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

<b>Children who are eligible 3 years old</b>		
<b>On or after</b>	<b>And on or before</b>	<b>Funding starts:</b>
1 September	31 December	Spring (after Christmas)
1 January	31 March	Summer (after Easter)
1 April	31 August	Autumn (after Summer)

There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in reception at the normal round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents or carers who retain a right to defer admission or send their child part time. This is a completely separate application and securing a place in our preschool **does not** guarantee/secure a place in our Reception class/school.

## 11.0 Increasing the hours attended

If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to the child/children on the waiting list. If the parents or carers on the waiting list do not want the places at the times that are available, then the places can be offered to parents or carers of children who are already attending the preschool. Similarly, if there is not a waiting list and there are parents or carers of children that already attend the preschool who want to either take up additional funded hours and/or buy extra hours, then a list of those parents or carers will be made and the oversubscription criteria will be applied to determine who should be given priority for that place.

## 12.0 Uniform

Children attending Longcot and Fernham CE Primary School Preschool follow the school's uniform policy and wear uniform. Some of the items required can be purchased from on-line companies and the rest of the uniform can be bought from retail outlets.

### **13.0 Claiming the Early Years Education Funding**

The Early Years Education Funding can be taken at more than one provider. Although there is no upper limit on the number of providers a child can attend careful consideration must be given to ensuring that the child feels settled, safe and can form relationships with significant adults.

It is important that both the school and parent can see what time is funded and what time is being bought.

Parents or carers must not claim more than the 15 hour entitlement or 30 hour entitlement if eligible. Checks are carried out to ensure that over claims are not made. Parents or carers will be asked to complete a declaration return which is kept in the school office for auditing purposes.

### **14.0 Changes to attendance**

Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1 and 2 below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places:

- 1) New applications from parents or carers whose children do not yet attend the preschool.
- 2) Requests by parents or carers whose children attend the preschool and they want to increase OR change the times their child attends

It is expected that parents or carers will ensure their child will attend at the times agreed on, so that children can establish a routine and be ready to start school.

If a child is sick, the parent or carer must inform the school. If a child does not attend the preschool for a period of more than two weeks without informing the school, then the school will follow their safeguarding procedures to obtain the whereabouts of the child.

### **15.0 Induction and transition arrangements for starting Nursery**

If your child is successful in gaining a preschool place, an induction meeting with the parents or carers is held either as a group or individually. You may request a stay and play session before the official start date.

### **16.0 Further information and Contacts**

A preschool place will cease when a child is eligible for school.

Any complaint about the operation of this admissions policy or the refusal of a place should be made through the school's complaints process.

There is no statutory right of appeal.

Contact details and further information:

<b>Headteacher: Mrs Sally Robins</b>	<b>E-mail:</b>	<a href="mailto:office@laf.cambrianlt.org">office@laf.cambrianlt.org</a>
	<b>Telephone:</b>	01793 782381
	<b>Website:</b>	<a href="http://www.longcotandfernhamschool.co.uk">www.longcotandfernhamschool.co.uk</a>

## **17.0 Policy Version**

The school's Nursery Admission Policy was determined by the Local Governing Body on 11<sup>th</sup> March 2026.

Signed:

Sue Hunter, Chair of Governors

Signed:

Sally Robins, Head Teacher

## **30 HOUR ELIGIBILITY**

Please also see the following website for more information:

[www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds](http://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds)

### ***15 hours free childcare***

All children in England get 570 free hours per year. It is usually taken as 15 hours a week for 38 weeks of the year, but you can choose to take fewer hours over more weeks, for example. You can eligible from the term after your child's 3rd birthday.

### ***30 hours free childcare***

You may be able to get up to 30 hours free childcare (1,140 hours per year, which you can choose how you take). If you are eligible for the extra hours, you sign up online to get a code to give to your childcare provider to reserve your place. You'll get the extra hours once the next term starts – i.e. apply by 31 December to get a code to use for the term starting in January.

If you've already registered, you can **Sign in to your childcare account**<sup>5</sup>.

### ***Eligibility***

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- In work - or getting parental leave, sick leave or annual leave
- Each earning at least the National Minimum Wage or Living Wage <sup>6</sup>for 16 hours a week - this is £120 if you're over 25

This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago.

You're not eligible if:

- Your child doesn't usually live with you
- The child is your foster child

Either you or your partner has a taxable income<sup>7</sup> over £100,000

<sup>5</sup> <https://www.gov.uk/sign-in-childcare-account>

<sup>6</sup> <https://www.gov.uk/national-minimum-wage-rate>

<sup>7</sup> <https://www.gov.uk/income-tax>

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.

## **If you can't work**

You may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carers' Allowance or Employment and Support Allowance.

### ***Apply for 30 hours free childcare***

You'll need your details (and your partner's, if you have one), including your:

- National Insurance number
- Unique Taxpayer Reference (UTR), if you're self-employed

It takes 20 minutes to apply. You may find out if you're eligible straight away, but it can take up to 7 days.

You'll get a childcare account if your application is successful. You can use it to get your code for 30 hours free childcare:

[www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds](https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds)



*'Belonging together, Believing together, Succeeding together'*  
*Core Christian Values: Love, Honesty and Respect.*

**Longcot and Fernham Preschool - Expression of Interest Form**

**Date of application:**

<b>Child's Name:</b>	
<b>Child's Date of Birth:</b>	

<b>Parent/Carer name:</b>	
<b>Address</b> <b>Line 1:</b> <b>Line 2:</b>	
<b>Town:</b>	
<b>Postcode:</b>	
<b>Home number:</b>	
<b>Mobile:</b>	
<b>Email address:</b>	

Please indicate if your child has a sibling currently attending Longcot and Fernham CE Primary School  
 YES/NO

<b>Sibling's Name:</b>	
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**Preschool Hours**

I am interested in a 30 hour place\* (8.45am-2.45pm, term time only)

\* for details on whether you qualify for a 30 hour place please visit [www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds](http://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds)

**Any additional information:**

**Signature:**

**Date:**

**Name:**

Please return the completed form to:

Stella Hall, School Administrator

Email - [office@LAF.cambrianlt.org](mailto:office@LAF.cambrianlt.org)

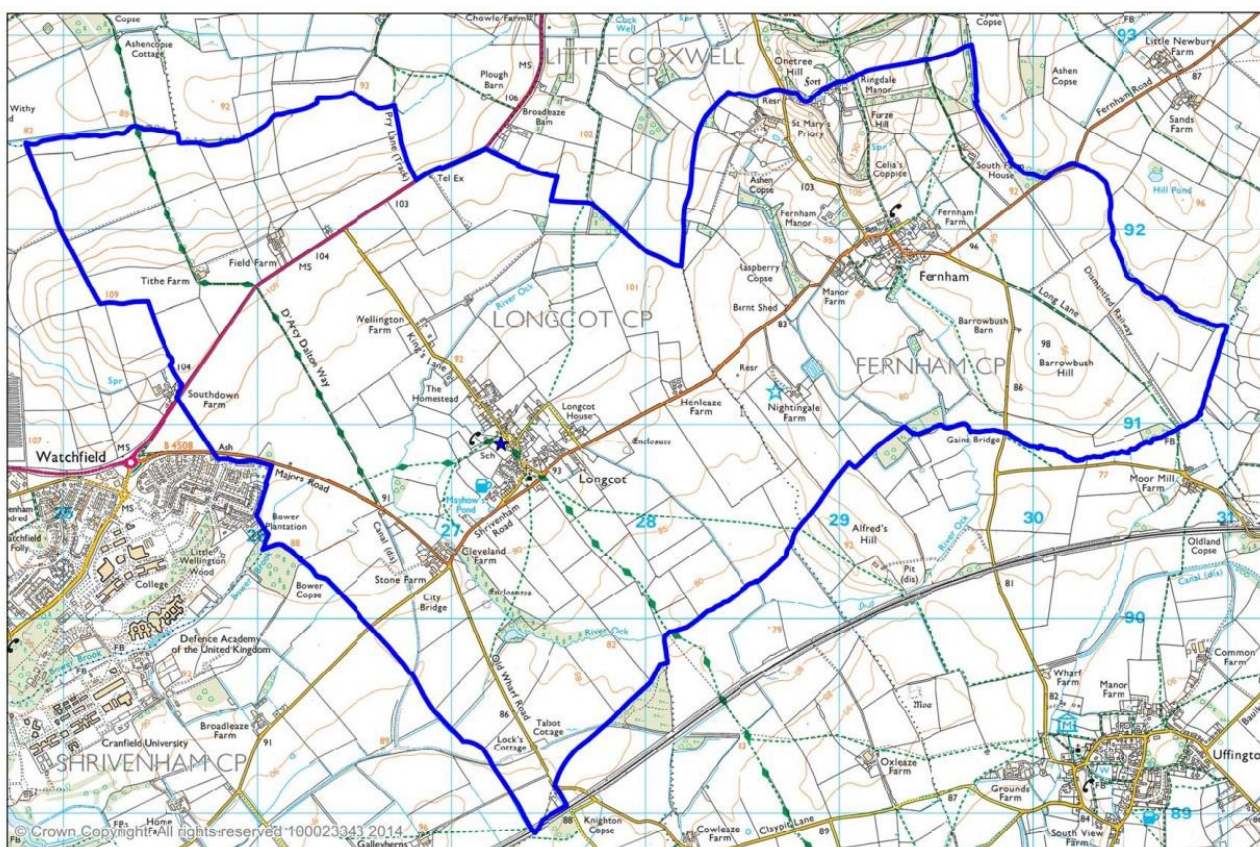
Post: Longcot and Fernham Preschool, Kings Lane, Longcot, Faringdon, Oxfordshire, SN7 7SY

## Designated Area

The designated area is defined at the proximity of the child's home, as measured by the straight line distance between the home and school with those living nearer being accorded the higher priority, will serve to differentiate between children in these criteria should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school. The straight line distance used to determine proximity of the home to the school will be measured by ABC LAs Geographical Information System as described in the ABC LA admissions booklet.

Sibling is defined as meaning a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Location and designated area of Longcot and Fernham CE Primary School:



Longcot and Fernham CE Primary School  
Kings Lane  
Longcot  
SN7 7SY

Tel: 01793 782381

[office@laf.cambrianlt.org](mailto:office@laf.cambrianlt.org)

[www.longcotandfernhamsschool.co.uk](http://www.longcotandfernhamsschool.co.uk)