

Bucklebury Pre School Admissions Policy

The criteria for admissions are in order of priority as follows:-

Catchment

a) Children living in the catchment area of Bucklebury Church of England Primary School (as outlined in West Berkshire council's Guide to Admissions to Primary Schools) in order of date of birth and with consideration of the date of joining the waiting list. The Registration Secretary must be given written notice of the intention to join at least one term or three months in advance (whichever is the shorter) in order for catchment prioritisation to apply.

Siblings

b) Children living outside the catchment area of Bucklebury Primary, who have siblings who have attended Bucklebury Pre School within the past three years of a place being available, in order of date of birth with older children gaining priority.

Residence

c) Applicants may be asked for proof of address with a legal document before a place can be confirmed.

Appeal

d) If there is a doubt about the priority of an admission, applicants have the right to appeal a quorum of the Bucklebury Pre School Committee whose decision is final in all cases.

Notice of specific sessions required

a) Within twenty-one days of the start of a term, the parents/carers of children currently in attendance must notify the Registration Secretary of any changes to sessions required, for the following term.

b) If the demand for sessions from the parents/carers of children currently in attendance out-weighs availability, the total number of sessions available to any one child is capped at either five or six (depending on availability), so that all the parents/carers of children currently in attendance have a fair opportunity to increase their child's sessions. Furthermore, sessions would only be increased by one per child. If sessions had to be capped at five, but a child already attends six sessions, the sixth session will not be taken away. However, if for any reason, a child already attends seven or eight sessions, then in the case of capping, sessions will be taken away, to reduce their sessions to six.

Floating sessions

If we have a lot of spaces available in any current term, and knowing that the following term, spaces will be restricted, then floating sessions will be offered for this current term. This means that parents if they so wish, can increase the sessions of their child in the current term, but will not keep this additional session in the term following. Availability of floating sessions will purely be allocated to the older child first.

The RESOLUTION to adopt the above policy was passed at the Committee meeting of 09/01/2008.