



*At Hungerford Primary Academy, we provide equality of opportunity. For us, inclusive education means tailored provision to meet the needs of all learners. We believe that quality learning takes place both inside and outside the classroom, and at the heart of our thinking is the commitment that all children are actively included and fully engaged. Our school is a working, cohesive community that removes barriers to learning and respects diversity in all its forms. We value differences in belief and opinion, customs, appearance, ideas and ability, and we always endeavour to be an inclusive school family.*

## **Preschool Admissions Policy**

1. Admission forms are available on website or can be picked up from Main Office.
2. Forms are submitted to the Main Office. Each form must be accompanied by a copy of child's birth certificate, and for children born outside of the UK, we require a copy of the child's passport.
3. Forms are catalogued and names and details are recorded.
4. September places are allocated after the application deadline (the Friday before February half-term). All applications are accepted if there are fewer than 52 applications received. If there are more than 52 received by the deadline, then our oversubscription criteria will be put applied by the Preschool Admissions Committee.
  - 4.1. **Oversubscription Criteria:** when more than 52 applications are received before the application deadline:
    - 4.1.1. Children who are in Care and turn three years of age by Aug 31<sup>st</sup> before the school year for which they are applying will receive priority.
    - 4.1.2. Children with siblings already at Hungerford Primary Academy, and are three years of age by Aug 31<sup>st</sup> before the school year for which they are applying, will receive next priority. This includes siblings in the process of an *in-year* application.
    - 4.1.3. Children who are three years of age by Aug 31<sup>st</sup> before the school year for which they are applying will receive next priority.
    - 4.1.4. Children who are in Care and turn three years of age before the term for which they are applying will receive next priority.
    - 4.1.5. Children with siblings already at Hungerford Primary Academy, and turn three years of age before the term for which they are applying, will receive next priority. This includes siblings in the process of an *in-year* application.
      - 4.1.5.1. In the event of more than one child meeting this criteria, priority will be given to the oldest child(ren).

- 4.1.6. Children who turn three before the term they wish to enrol will then be considered (see 6.1).
  - 4.1.7. If applications are received for two children who have equal claim under the above criteria, then first consideration will be given to those requesting five morning or five afternoon preschool sessions per week.
- 5. If fewer than 52 applications are received by the February application deadline, all further applications for that school year will be accepted on a *first come, first served* basis for children of statutory age, until the limit of 52 is reached.
  - 5.1. Younger children will be considered for a January intake if there are still places left by December 1<sup>st</sup>.
  - 6.2 If two or more applications are received on the same day and there are not enough places available, then the oversubscription criteria will be applied.
- 6. Applicants who did not receive a place and are of statutory age should look for placement elsewhere, but can be waitlisted in the event of an offered place not being accepted by another applicant.
- 7. The Preschool Admissions Committee is in charge of the managing this process.
- 8. Families are notified they have been successful at obtaining a place for their child. A letter is sent in March, requesting a reply. If none received, a follow-up phone call is placed. Place forfeited by final day of Spring Term.
- 9. Families are notified by letter if they have not been successful at obtaining a place for their child. They can then be included on a waitlist if desired.
- 10. Preschool intake night is held May. Prospectuses and information about teachers and home visits/graduated visit sessions given to parents.

\*Applicants requesting 5 morning or 5 afternoon sessions per week will always be given priority over those requesting fewer sessions.