

Pheasey Park Farm Early Years Centre

Admissions Arrangements 2022/23

Elston Hall (EHLT) is a Multi-Academy Trust (MAT) and the Trustees of the Trust are its own admission authority.

The schools in the MAT are:

Elston Hall Primary School

Palmers Cross Primary School

Edward the Elder Primary School

Goldthorn Park Primary School

Pheasey Park Farm Primary School and Early Years Centre

This policy only applies to the Early Years Centre which fall under Walsall MBC, currently Pheasey Park Farm Primary School and Early Years Centre.

Pheasey Park Farm Early Years Centre is open 48 weeks of the year from 7:30am-6:00pm.

We are an equal opportunities setting and a copy of our Equal Opportunities Policy is available upon request

Provision

Full day child-care which is OFSTED registered, is open from 7:30am to 6:00pm for 48 weeks of the year in the Centre and in other rooms in the school building:

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We offer:-

Baby Provision-0 months to 2 years

Pre Nursery Provision 2-3 Years

Nursery Wraparound

Before and After School Care

This includes 2,3 and 4 Year Old Funded places and 30 hour Provision.

School Holiday Provision in the form of Sports Holiday Camps provided by Ofsted registered sports organisations.

Registration

Parents may register their child for a place at any time throughout the year by contacting the Centre and completing an application form and relevant paperwork.

We will automatically make contact with parents registered for Nursery at Pheasey Park Farm School to draw parents' attention to available funded places.

Procedure for Admissions-Funded and Non Funded Places

- All admissions queries must be dealt with and administered by the Centre Office Admissions Officer.
- Parents must indicate their requirements clearly-minimum of 3 sessions
- The Parent who registers an interest must complete an enquiry form and submit it to the Admissions Officer.
- The Admissions Officer will arrange for the parent to look around the Centre
- The Admissions Officer will place the enquiry form into the Waiting List Folder which will be reviewed on a weekly basis
- Once a place becomes available the Admissions Officer will contact the parent and arrange for all relevant registration forms to be completed by the Parent including the Essential Information, Contract Agreement and sessions required including settling in sessions
- The Admissions Officer will agree a start date with the parent-Annual Registration Fee and Deposit will be required prior to commencement

- Contract will be issued confirming sessions for parents to sign
- The Admissions Officer will enter the child's data onto the Family platform and send parents a link to access the Family App.
- The Admissions Officer will inform the Manager and Room Leader/Relevant Staff of the details of the child and start date
- Parents will be provided with full details including their child's Key Worker
- All booked sessions are chargeable regardless of attendance
- Any changes to agreement cannot be authorised by staff-A Variation Form must be completed which will be considered by the Admissions officer

Oversubscription

Where more applications are received than places available for any particular group/age range then places will be allocated in accordance with the following over-subscription criteria.

- Children and Young People in Care
- Medical /Social Issues
- Siblings
- Date of Application
- Proximity

Where places cannot be allocated, your child's details will be added to our waiting list. These will be arranged in strict order according to the date of application and parents will be contacted by telephone as soon as a place becomes available.

Note 1-The definition of children and young people in care is:

Children and young people in care are children who are in (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the

definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Autumn Term 2021