



**'Tree Tots, 2 year Provision' Admissions Policy  
January 2018**

# Introduction

Tree Tots is a 2 year old provision which sits within the Foundation Stage Provision at Lime Tree Primary Academy. Admissions are processed through the Tree Tots Manager. Applications are available at the Academy Reception.

This provision has been opened as according to the 'State of Education Survey Report 2016' (<https://www.joomag.com/magazine/state-of-education-survey-report-2016/0604114001462451154?short>) 39% of school leaders in the North West say that half of children in their reception class are not 'school ready'. This is the highest percentage in England.

Two-year-olds in good and outstanding settings see real developmental benefits according to government research, whereas two-year-olds in poorer quality settings are no better off than those who stay at home" (Government website).

From a school point of view, having provision for 2 year olds ensures that social skills and language skills are worked on before Reception Class. This encompasses early identification of any difficulties. In addition to this with established outside agency links, early identification is paramount in order to give the children the best available preparation for school.

The setting is based in the Old Children's Centre room and is staffed with a bespoke team for the provision. Close links are maintained with the Nursery. There are some children who complete their top up hours for Nursery during the morning session within Tree Tots.

## The Tree Tots provision is

Some 2 year olds in Trafford LA are entitled to 15 hours per week of free early education and childcare. Funding is available to families who meet the local authority criteria. If you claim a benefit such as working tax credits, income support or you have a looked after child you may be eligible for funding from the term after the child's second birthday. You will need to apply for this through the Trafford Council website, there is an application form and full list of eligible people. Once applied the nursery manager will receive an e-mail and parents/carers will be contacted once funding has been secured. Two year funding is for a maximum of 15 hours a week over 38 weeks of the year. For further information on two year funding, please speak to the manager.

There is also an option for parents/carers to pay for their child to attend sessions in Tree Tots should there be space available if they are not entitled to 2year old funding.

We offer sessional care which is broken up throughout the day. Tree Tots offer a breakfast club which is available from 8.00am until 8.30am which is based within the Tree Tots room. The morning session is from 8.30am until 11.30am, dinner time provision from 11.30am until 12.30pm then an afternoon session

from 12.30pm until 3.30pm. We advise for parents to book a minimum of two sessions.

## Statement of Purpose

The aims of this policy are as follows:

- To provide a fair system whereby children are given their entitlement of Early education and childcare.
- To provide a fair system whereby children can access paid sessions.
- To ensure our provision promotes and secures foundations for future learning.

These aims will assist in preparing children for 'School Readiness'. School Readiness ensures that all children have a wide range of experiences that enables them to be prepared socially, emotionally and academically for their school career.

## Criteria for Admission

Places for admission to Lime Tree Pre-school will be offered according to the following criteria:

**Children who are entitled to a 2 year old funded place and live within the school's catchment will be given priority in the first instance. Following the criteria as listed below.**

1. Children who are designated by the LA as a "Looked After Child"
  - a) This is those who are looked after (under Children Act 1989 section 22(i)) at the time of application and expected time of admission **or** who were looked after and ceased to be so because they immediately became one of the following
    - (a) adopted (b) subject to a residence order or (c) to a special guardianship order.Evidence of current/previous LAC status should be provided at the point of application.
2. Children who live within the school's catchment area and who already have siblings in school.
  - a) A "sibling" includes foster, adopted, step and half siblings, provided they live with the same family at the same address and are part of the same family unit.
3. Children who live within the school's catchment area.

4. Children who live outside our catchment area and who already have siblings in school.

a) A "sibling" includes foster, adopted, step and half siblings, provided they live with the same family at the same address and are part of the same family unit.

5. Children who live nearest to Lime Tree Primary school, calculated in a direct straight line from the child's permanent place of residence to the school.

**Once 2 year old funded children have been allocated places then the same criteria will be followed for parents and carers who are paying for their child's place.**

If there are more applicants than can be accommodated at Lime Tree in criteria 1. to 4. places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in criterion 5.

Children who live nearest to the Lime Tree Primary Academy, calculated as a direct straight line from the child's permanent place of residence to the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information.

In the case of a child living in a block of flats, co-ordinates will be obtained as above.

Where two or more applications cannot be otherwise separated, the final place will be determined through a random draw. The draw will be conducted and scrutinised by persons independent from the School, and from the Children, Families and Wellbeing Directorate

## 'Paid Places/Extra Hours'

If there is space available and the professionals working with the child and parents and carers agree that it would be beneficial for the child's development then paid extra hours may be offered to a child.

**Please note** charges will be made for sessions even when a child is absent due to sickness or a holiday, or if the Tree Tots Manager deems the child unable to attend due to illness or exclusion (behaviour related).

### **Non-Payment fees:**

If payment has not been received according to the school's payment structure then the child's place for extra hours will be removed.

## Application Process

Application forms can be obtained from our school office. These are available throughout the academic year.

Parents should be aware that once you have submitted an application form, you will be placed onto the Tree Tots waiting list. The Tree Tots Manager will contact you to confirm that the application has been received and to discuss the likely admission date, dependant on the spaces available and the age of your child. Please be aware that this is not an offer of a place.

Offers of places in our Tree Tot provision are based on the admissions criteria.

## Induction Process at Lime Tree

What to expect following a pre-school offer;

- All parents/carers will be asked to fill all the appropriate forms
- All children who intend taking up a place at our pre-school will receive a home visit from 2 members of Tree Tots staff. This is a chance for parents to ask any questions regarding this important phase of their child's life.
- To make the transition easier for the children, they will attend three settling in sessions where they spend an hour within pre-school. The first session will be with the child's parent/carer, after the session the key person will discuss the next settling in session. The settling in sessions will all depend on the individual child.

## Organisation of Intake

At the age of 2 years, some children are eligible to 15 hours of early education and childcare. In our school, this part time education consists of a daily 3 hour session that is either taken in the morning or afternoon. Initially, parents will be asked for preferences of either a morning or afternoon session. Following this, part time places will be offered, taking parent preferences into account, wherever possible. Due to demand for places, it may not always be possible to give everyone their preference.

Pupils born on or before 31<sup>st</sup> August in the relevant year will be admitted during September in the Autumn Term.

# Equality Statement

Lime Tree Primary Academy is committed to ensuring equality of education as well as equality of opportunity for all children, staff, parents and carers that are associated with our school. We do this by;

- Taking account of children's broad life experiences and needs
- Having high expectations of all children
- Offering a broad, stimulating and balanced curriculum

The achievements, attitudes and well-being of all our children are of utmost importance to us. We have an Equality Policy to ensure that this nursery promotes the individuality of all our children, irrespective of ethnicity, attainment, age, disability, gender or socio-economic background.

We aim to develop a culture of community cohesion, inclusion and diversity, in which all those connected to us feel proud of their identity and able to participate fully in school life.

We apply the Equality Act 2010 with regard to disability, where two core duties apply to our School:

- Not to treat an individual with a disability 'less favourably'
- To make 'reasonable adjustments' for those with a disability

The School welcomes and values disabled people to be an active part of Lime Tree Primary School. We are keen to make sure that we make it as easy as possible for disabled children, young people and adults to be involved in every part of school life. We have a legal duty not to discriminate against disabled people and to monitor how many of our pupils, staff, parents/carers and governors are disabled under the Disability Discrimination Act 2005.

**If your child is allocated a place at Lime Tree Primary Academy Tree Tots, 2 year old provision it does not mean that your child will automatically be allocated a place in a nursery. You will need to apply for this place via the procedure in the Nursery Admissions Policy.**

## Review of Policy

This policy will be reviewed and revised in line with developments issued by the LEA and the School Improvement Plan.

Written September 2017

Review due September 2018

**Approval by Governing Body:**

Executive Principal: Simon Beswick  
Chair of Governors: