



**LIME TREE**  
PRIMARY ACADEMY  
TO NURTURE, TO GROW, TO DREAM

**'Tree Tots, 2 year Provision' Admissions Policy  
January 2020**

# 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.

Research shows that 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 entering the Reception Class. This encompasses early identification of any difficulties. In addition to this with established outside agency links, this early identification is paramount in order to give the children the best available preparation for school.

The setting is based at Lime Tree and is staffed with a bespoke team. The team includes a Manager, Deputy Manager and a Childcare Provider. Close links are maintained with the Academy Nursery. Please note there may be some children who complete their top up hours for our Nursery class during the morning session within the Tree Tots Provision.

# 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 that the criteria as listed below will be applied:**

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 extra paid hours may be discussed and offered to your child. The professionals working with the child must agree that it would be appropriate and beneficial for the child's development.

**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 of fees:**

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

## Application Process

Tree Tots application forms can be obtained from our school office and must be completed for all Tree Tots places at Lime Tree.

Tree Tots applicants will be placed on a waiting list until a suitable place is available. The Tree Tots Manager will contact applicants when a suitable place is available and a formal offer of a place will be made.

Offers of a place in our Tree Tot provision are based on the admissions criteria, with Two Year Funded children taking precedence.

If you want to apply for 2 year old funding for your child's place at Tree Tots you should apply to Trafford council. Applications for two year old funding can be made online at:

<https://www.trafford.gov.uk/residents/children-and-families/early-education/free-places-for-2-year-olds>.

Please note evidence of your two year old funding will be required by the Tree Tots manager and the online Trafford Council funding declaration form must be completed.

Two year funding is for a maximum of 15 hours a week over 38 weeks of the year. If you require further information on two year funding, please speak to the Tree Tots manager.

## Settling in Process at Lime Tree

The settling process is bespoke to the child. As a minimum your child will be settled in as follows:

- All parents/carers will be asked to complete the appropriate paperwork to ensure that we know as much as we can about your child;
- All children who have been offered a place at Tree Tots will receive a home visit from two members of Tree Tots staff. This is a chance for parents to ask any questions regarding this important phase of their child's life;
- All children who have been offered a place at Tree Tots will attend three settling in sessions where they will spend up to an hour within the Tree Tots provision. The first session will be with the child's parent/carer. After the initial session the key person will discuss the next steps in the settling in procedure. The settling in sessions will be bespoke and will depend on the individual child and their needs.

## Organisation of Intake

Tree Tots offer sessional care which is broken up throughout the day. Please be aware that all Tree Tots sessions listed below are continuous provision within the Tree Tots setting and are all run by Tree Tots staff.

Breakfast session 8:00am to 8:30am.

Morning session 8:30am to 11:30am.

Lunch time provision 11:30am to 12:30pm

Afternoon session 12:30pm to 3:30pm

If your child is eligible for 2-year funding they can start their free childcare at the start of the term after their 2<sup>nd</sup> birthday.

Children who have funded places will attend either five morning or five afternoon sessions or a combination of both. This is to ensure that they receive their full entitlement to free childcare. The Tree Tots Manager will negotiate this with you.

Paid place sessions are offered on an individual basis but are subject to availability. We advise that a minimum of two sessions are booked. The Tree Tots Manager will negotiate this with you. Prices for paid sessions are available on request.

Due to demand for places, and the allocation of a Key Person, it may not always be possible to give everyone their first preference. The Tree Tots manager will discuss availability with you at the point of a place being offered.

**Please be aware that changes to a child's allocated session must be made in writing and must be half termly in advance.**

## Attendance

Lime Tree Primary Academy reserves the right to withdraw a full or part time Tree Tots place if a good level of attendance and punctuality are not met. In these circumstances, full consultation will take place with parents before a final decision is taken by members of the senior leadership team.

## 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 November 2020  
Review due January 2021

### **Approval by Governing Body:**

Head of School: Mrs C Larkin  
Chair of Governors: Mr P Welch

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