

## **Admissions Policy for Little Stars at Bessemer Grange**

Bessemer Grange Little Stars provides childcare and preschool education in a combination of privately funded and government funded places for two year olds. Both full time and part time places are available, although availability is dependent on capacity.

### **Free Places**

From the term after their second birthday some children are entitled to 15 hours of free Early Years education per week during term time, or 12 hours a week for 49 weeks of the year. Parents of these children will be informed of their entitlement by the local authority. At Bessemer Grange we have a number of part time places reserved for those entitled to free provision. We endeavour to be as flexible as possible concerning the timings of these hours across the week; children can attend for five mornings, five afternoons or two and a half days if they are attending for term time only, or four mornings, four afternoons or two full days if they are attending for 39 or 49 weeks a year, although again this depends on capacity and availability of particular places. Morning sessions run from 8.45 until 11.45 and afternoon sessions are from 12.45 until 3.45. Free places cannot be confirmed or taken up until confirmation of eligibility is received.

### **Privately Funded Places**

We also provide full and part time privately funded places for children once they have turned two. Privately funded places are available for 49 weeks a year. The full time day runs from 8am until 5.45pm. Privately funded part time places are four and a half or five hours long (am 8.00 – 12.30, pm 12.45 – 5.45) . Depending on capacity we may be able to offer some flexibility around start and end times for these sessions. Parents of children in privately funded places will still be charged full fees if children are absent due to illness, holidays or other reasons. This is to ensure that our staffing costs are covered.

### **Admissions Procedure**

Applications for places in Little Stars can be made through the main school office once a child has reached his or her 1<sup>st</sup> birthday. Applications must be received by May 1<sup>st</sup>, for the following academic year they wish to attend. If all places are not filled then we will continue to accept applications after this deadline until all places are filled. If Little Stars is oversubscribed the following criteria will be used to allocate places:

- Children who are entitled to free provision, up to a maximum of 16 children.
- Children with exceptional medical, educational or social needs, where it is agreed by the Local Authority and the school that these can be best met at Bessemer Grange, supported by current written evidence from an appropriate professional.
- Children of staff members working at Bessemer Grange.
- Siblings of children already attending Bessemer Grange or of children who have been allocated a place at Bessemer Grange in the coming year.

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- Distance – Children for whom Bessemer Grange is the closest nursery, measured in a straight line from the school gate.