



St Simon & St Jude Church of England Pre-School

Admissions and Attendance Policy

Review next needed: 14/12/2025

Signed on behalf of the Governing Body:

Introduction

St Simon and St Jude Church of England Primary School is an Academy within the RISE Multi-Academy Trust. The Pre-School is fully managed by the school but is independent from the main school admissions process.

Admissions

St Simon and St Jude Pre-School can accommodate a maximum of 18 children per session. Session availability is dependant on staff to pupil ratios. Admissions to St Simon and St Jude Pre-School are managed by the Business Manager, who has full responsibility ensuring all children and their families that apply are treated fairly.

Children can be admitted to our Pre-School Class from the beginning of the term following their 3rd birthday. Admission forms are available at any time from the School website or office. Please feel free to visit us before you decide to register your child for a place. Completed forms must be returned directly to the school office, with the child's birth certificate. Decisions about admissions will be taken by the office administration team on receipt of the application. Parents will be informed of the outcome of their application within 7 school days of their application being received.

The potential for parents/carers to pay for their child's education is at the discretion of the office administration team and at no time will a paying child take the place of a funded child. Paying places are only offered to the parents/carers of those children after the term they turn three and only if there is a lack of funded children.

Parents/carers wishing to apply for a place for their child must do so by submitting an application form which can be acquired via the school office or online. If there are fewer applications than places, then no application is refused. If there are too many requests, priority will be given to children in the following order:

- Children who are in public care (looked after children) or those who were previously looked after, including those who appear (to the admissions authority) to have been in state care outside England, but have ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.
- Children who have siblings in pre-school or St Simon and St Jude Primary School
- Children who live in the catchment area of the main school
- Children who live nearest to the School, calculated in a direct straight line from the child's permanent place of residence.

Paying places (if applicable) are also allocated via the criteria for funded children, as above.

Any parents/carers whose application is unsuccessful may, if they request it, be held on a reserve list in order, according to the criteria stated above. If a place becomes vacant, parents/carers will be contacted by the school office.

If a parent/carer complains about the refusal of a place in the pre-school for their child, the complaint will be considered by the office administration team in conjunction with the Head teacher, whose decision will be final. In the event of a successful appeal the school office will seek to admit the child at the first available opportunity, whilst keeping to the maximum limit for those sessions.

Any parent/carer wishing to change their child's sessions must put this in writing to the office administration team. Changes in sessions for any child will happen in consultation with parents/carers and cannot be guaranteed.

It should be noted that admission to the Pre-School class does NOT constitute admission to the Reception Class in the main school, nor does admittance at the pre-school give priority access to the School. Parents will still need to apply for a place at the School in line with the admission arrangements of Leicestershire County Council.

Attendance

Whilst attendance at pre-school is non-compulsory, the school does have to submit attendance data in conjunction with funding allocation data. We therefore ask that if your child will not be attending pre-school that you call the school office to notify us of the absence.