Hunts Grove Primary Academy and Pre-School

Pre-School Information Statement

For all schools in Greenshaw Learning Trust, the Trust is the admissions authority. In implementing this information statement, the Headteacher, and school staff must take account of any advice given to them by the GLT Head of Admissions, the CEO and/or the GLT Board of Trustees.

Pre-school provision is non-statutory and is not governed by the DfE School Admissions Code. This statement outlines how pre-school places are allocated, funded, and managed at Hunts Grove Primary Academy and Pre-School.

Pre-School Intake & **Provision**

Hunts Grove Primary Academy and Pre-School offers 32 pre-school places; 16 in the morning session and 16 in the afternoon. Children are admitted from the term following their third birthday and remain in the Pre-school until the end of the academic year in which they turn 4 years old.

Sessions Offered

- Morning Session: [8:30 AM – 11:30 AM] (15 Hours Universal)
- Afternoon Session: [12:15 PM – 3:15 PM] (15 Hours Universal)

Pattern of Attendance

Places are offered primarily on a full-session basis (e.g., 5 mornings or 5 afternoons).

Application dates and deadlines:

If the child is 3 on or between:	Applications to be made by:	Eligible for a Pre-school place:
1 April and 31 August	**30 April**	**Autumn Term (Sept)**
1 September and 31 Dec	**30 September**	**Spring Term (January)**
1 Jan and 31 March	**31 January**	**Summer Term (April)**

If a place cannot be offered immediately, parents may request to be placed on the pre-school waiting list. Places that become available will be offered directly from the waiting list according to the criteria set out in the schools admission arrangements which can be found here

Universal Early Years Funding

To validate 15-hour government funding with the Local Authority, parents must provide:

- Parent's National Insurance (NI) Number
- Parent's Date of Birth
- Child's Official Birth Certificate

15 Hours Funding (Universal Entitlement)

All 3- and 4-year-old children are eligible for 15 hours of free, universal early education per week during term time, starting the term after their third birthday.

A minimum of **4 weeks' written notice** addressed to the Headteacher is required before withdrawing a child from the Pre-school or changing their agreed pattern of attendance.

Attendance

Regular and punctual attendance is essential for children to benefit fully from early years education.

1. If attendance or punctuality becomes erratic, the Pre-School Lead will discuss this with the parent/carer.
2. If poor attendance continues after 2 weeks, parents will be invited to a meeting with the Early Years Lead to establish a support plan.
3. Continued unexcused absence exceeding 3 consecutive weeks without communication may result in the pre-school place being withdrawn and reallocated to a child on the waiting list.

Transition to Reception

Attendance at the school's Pre-School provision **does not prioritise, guarantee, or secure** a place in the school's Reception class.

A separate application for a Reception place must be submitted to your **home Local Authority** by **15 January** of the year your child is due to start primary school. All applications are processed by the Local Authority in accordance with the published oversubscription criteria for Hunts Grove Primary Academy and Pre-School.

Complaints

If you have any questions or concerns, please contact the school office in the first instance. If your concern is not resolved informally, please refer to the School Complaints Policy published on the school website.

If you remain unsatisfied after completing the three stages of our complaints process, you can escalate your complaint based on the nature of your concern:

- Quality of Care – Contact Ofsted via their website
- Accessing Entitlements / Early Years Funding – Submit a complaint via the Gloucestershire County Council; Local Authority Complaints Process

Please note, for concerns regarding place allocation - As pre-school provision is non-statutory, the school's decision will be final and there is no formal right of appeal. However, the Headteacher will be happy to discuss any concerns parents may have about the allocation of places.