



STEPPING STONES PRE-SCHOOL

ADMISSION ARRANGEMENTS 2023/2024

KEY NOTES – ADMISSION ARRANGEMENTS 2023/2024

School name	▪ Elburton Primary School - Stepping Stones Pre-School	
Admission authority	The Board of Trustees of the Horizon Multi Academy Trust. The admissions function has been delegated to the Elburton Primary School.	
School status	Academy	
Supplementary Information Form	Yes – exceptional medical and social need for admission	
Application forms available online	Admission Registration Form for Stepping Stones Pre-School Elburton	
	Normal point of entry	In-Year admission
Age range for application	Pre-School: 1 September 2019 – 31 August 2020	Any admission other than the normal point of entry in years Pre-School will be dependent upon individual circumstance which is linked to admission criteria and session availability.
Application period	Monday 10th October 2022 – Friday 16 January 2023	Not applicable
Offer date	Friday 17 th March 2023	Not applicable

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ADMISSION ARRANGEMENTS: HORIZON MULTI ACADEMY TRUST

The Local Governing Board of Elburton Primary School is the admissions authority and will comply with the spirit of the School Admissions Code.

The admission arrangements outlined within this document apply to admissions in the 2023/2024 academic year.

SECTION 1 Application process for Stepping Stones Pre-School at Elburton Primary School (normal point of entry)

The admission arrangements apply to children starting at Stepping Stones Pre-School for the first time in 2023/2024. The published session numbers are limited to 24 children per session.

All applicants must:

- (i) Complete the [Admission Registration Form for Stepping Stones Pre-School Elburton](#)
- (ii) In addition, applicants applying under criteria 1 below must complete the exceptional medical or social grounds supplementary information form and return it direct to Elburton Primary School.

SECTION 2

Oversubscription criteria for Stepping Stones Pre-School at Elburton Primary School for normal point of entry

A child with an Education, Health and Care Plan (EHCP) which names the Pre-school will be admitted.

At the normal point of entry, where there are fewer applicants than the session numbers, all children will be admitted unless they can be offered a higher ranked preference. For in-year admissions where there is space in the Pre-School, all children will be admitted unless the school can demonstrate that admission would prejudice provision of efficient education or efficient use of resources.

In the event that the Pre-School is oversubscribed, the admission authority (Elburton Local Governing Board) will apply the following oversubscription criteria in order of priority:

1. **Looked After or Previously Looked After Children.** A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Children who appear to have been in state care outside of England and ceased to be in stated care as a result of being adopted. A child is regarded as having been in stated care in a place outside of England if they were accommodated by a public authority, a religious organization or any other provider of care whose sole purpose is to benefit society.
2. **Children with exceptional medical or social need.** Children with an exceptional medical or social need for a place at this Pre-School. Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred Pre-School can

meet the exceptional medical or social needs of the child. The need must be specific to the school: a child may have very challenging circumstances that require additional support but if that support could be provided at another school, there would be no exceptional need to attend this Pre-School. The exceptional need could be due to the parent/carer's circumstances. Evidence provided can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need.

Exceptional medical or social need could include, for example:

- a serious medical condition, which can be supported by medical evidence
- a significant caring role for the child which can be supported by evidence from social services;
- children in receipt of Me2 funding.

Exceptional need for admission here will not be accepted on the grounds that:

- a child may be separated from a friendship group;
- parents wish to avoid a child from the current or previous setting;
- transport arrangements would have to be changed;
- the child has a particular interest or ability in a subject or activity.

3. **Children with a sibling already attending this school at the time of admission.** Children will be classed as siblings if they live in the same household in a single family unit. This includes for example, full, half, step, or adoptive brothers or sisters.
4. **Children whose parent/carer is a member of staff employed on a permanent contract at this school** for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidenced by completion of the staff supplementary information form¹. (This covers all staff working at the school to which the application relates but does not include staff who work on the school site for other employers.) The definition of staff for this purpose, could be teaching or a non-teaching staff member;
5. **Other children** not shown in a higher oversubscription criteria.

NOTES:

Admission out of the normal age group: Places will normally be offered in the year group according to the child's date of birth but a parent may submit an application for a year group other than the child's chronological year group. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The admission authority will also take into account the views of the head teacher of the school concerned.

Fraudulent applications/withdrawal of allocated places: The School Admissions Code allows an offer of a school place to be withdrawn if:

- it has been offered in error or
- a parent has not responded within a reasonable period of time or

Multiple births: Defined as the birth of more than one baby from a single pregnancy. We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together.

Response: Parents/carers must respond to an allocation of a school place within four weeks of the date of notification of availability of a Pre-School place. Response must be made to Stepping Stones Pre-School. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else. Parent/carers declining the offer of a place should notify the Pre-School within four weeks.

Waiting lists: If a place cannot be offered at the Pre-School at the normal point of entry, the child's name will automatically be added to the waiting list. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2024 in respect of the normal point of entry. Any vacancies that arise will be allocated to the child at the top of the waiting list.

SECTION 3

EXCEPTIONAL MEDICAL OR SOCIAL NEED FOR ADMISSION SUPPLEMENTARY INFORMATION FORM 2023/2024

Please note this is a supplementary information form for administration purposes only and is not an application form. It will be used to rank a submitted application according to the published admission criteria.

Only complete this form if you are seeking admission priority on the grounds of exceptional need.

If you wish us to consider whether your child has exceptional medical or social need to attend this school (criteria 2) you must submit independent professional evidence which explains clearly why it is essential to attend this school and no other school. Please make sure that you have read the description of exceptional medical or social need in the admission policy for the school.

You will need to return the completed form and evidence by 15 January 2022 to be included in the primary normal point of entry allocations made on 19 April 2022. Forms received after this date will still be considered but will not be included within the first allocation round. For an in-year admission to any year group the form and evidence should be submitted with the application form.

Return the form to: steppingstones@elburton.plymouth.sch.uk

To be completed by the parent/carer

Child's full name:	
Date of birth:	
School applied for:	
Nature of the supporting evidence that you are submitting, provided by a relevant professional:	
Evidence is attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name(s) and organisations of the professional(s) providing supporting evidence:	
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

Data Protection

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Plymouth City Council or other agents of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

CONTACTS AND FURTHER INFORMATION

HORIZON MULTI ACADEMY TRUST

Address: Unit 21, 81 Sisna Park Rd, Plymouth PL6 7AE

Telephone: 01752 770962

STEPPING STONES PRE SCHOOL AT ELBURTON PRIMARY SCHOOL

Haye Road South

Elburton

Plymouth

PL9 8HJ

Telephone: 01752 404489

admin.elburton@elburton.plymouth.sch.uk

steppingstones@elburton.plymouth.sch.uk

www.elburtonschool.com

Inclusion, Attendance and Welfare Service Telephone

01752 307405

www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare

The Department for Education Schools (DFE)

Telephone: 0370 000 2288 www.education.gov.uk

Office of the Schools Adjudicator

www.education.gov.uk/schoolsadjudicator

Plymouth Information, Advice and Support for SEND

Telephone 01752 258933 or 0800 953 1131

www.plymouthias.org.uk