

# ADMISSIONS POLICY



## Statement of Intent

It is our intention to make Buckles & Bows accessible to children and families from all sections of the local community.

## Aim

Whilst the Nursery is within the grounds of the Holy Family Catholic Primary School, we are not a Catholic nursery. Buckles & Bows is open to every family in the local community, and we make every effort to ensure that the group is genuinely accessible to all. We aim to ensure that all sections of our community have access to Buckles and Bows through open, fair and clearly communicated procedures.

## Methods

- We ensure that the existence of Buckles and Bows is advertised in places accessible to all sections of the community including via our website.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We describe Buckles and Bows and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe Buckles and Bows and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We describe Buckles and Bows and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the Nursery.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our equal opportunities policy available on the website.
- We regularly review the option for extra sessions (e.g Early morning club)

## Admissions Procedures

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- We are registered with Ofsted to care for 2- to 5-year-olds, with a maximum of 26 children per morning and afternoon session.
- All sessions run Monday to Friday inclusive:
  - Potential early am start: 8:30am-9am (1/2 hour)
  - Morning Session: 9am to 12pm (3 hours)
  - Lunchtime Session: 12pm to 12.45pm (45 minutes)
  - Afternoon Session: 12.45pm to 3.15pm (2.5 hours)
- Children can join Pre-school at the start of any term or half term throughout the school year, dependent on date of birth and availability.
- Allocation of places at the Pre-School will consider the following factors in priority order;
  1. Preference will be given to children on our current cohorts
  2. First come first served, where sufficient places are available
  3. Length of time on the waiting list
- Due to the nature of the setting, we must ensure continuity of numbers, with children starting throughout the year.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting.
- Children are currently entitled to up to 15 hours per week of Free Early Education (FEE) funded by Surrey County Council, commencing the term after the child turns three. Fees are payable for any hours required above this level or for children who do not yet qualify for funding. We also welcome FEET funded children. Two-year-olds can only attend one session (AM or PM) per day.

## **30 hours funding**

From September 2017 the Government increased the hours from 15 to 30 hours per week for children (3 & 4 Year olds) of working families who meet their eligibility criteria.

Buckles and Bows Pre-school will only be offering a limited number of +15 hour (30 hours) spaces. We will base this decision on availability and continuity and prioritise children who are in their final year with us. Parents must register their interest at the registration stage.

If you meet the criteria and choose to use the +15 hours (30 hours) with Buckles and Bows we require you to agree to the following:

- If you are splitting the 30 hours between ourselves and another child care establishment, we require that you attach the FEE 15 hours to Buckles and Bows and the +15 hours to the other child care setting. This means that should you lose the +15 hours due to employment circumstances you will remain with Buckles and Bows for the agreed FEE hours. Unless it

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is an even split agreed with another provider (e.g 7.5hrs FEE and 7.5hrs +15 between each provider).

- Your child must attend a minimum of 4 full days at the Pre-school to be entitled to the funding.
- Should your child be attending every session, Mon-Fri 9-3:15 (a total of 31.25 hours), you will be charged for the 1hr 15 mins (at the current rate per hour shown on the website) that it takes you over for attending. Whilst we will endeavour to accommodate parents requested preferences (i.e am or pm, 15 hours or 30 hours) this may not always be possible.

During the early stages of this new legislation, we will continue to assess the affect that offering the +15 hrs has on the Pre-Schools viability and continuity requirements. We reserve the right to amend our + 15 hr admission policy based on this continual assessment.

## **15-hour funding for 2-year-olds**

From April 2024, working parents will be able to access 15 hours of funding for their child the term after they turn 2. Due to our current business model, 2-year-olds are only able to attend half day sessions per day with us (excluding lunch which is only available to 3 & 4 year olds).

We will be allocating 2-year-olds a mix of mornings and afternoons with a maximum of 2 mornings being guaranteed. We do welcome less hours being used, i.e if your child does 2 mornings this equates to 6 out of the 15 hours, and if they do 2 x am sessions and 3 x pm sessions equates to 13.5 hours. Therefore, the full 15 hours per week funding is unlikely to be utilised in our setting.

## **Applications**

Pre-school will only confirm a place upon receipt of a completed Registration Form - Pre-School/Parent Agreement and a £50 registration fee, within 2 weeks from the date the offer was sent out.

Should parents cancel the place prior to starting at Buckles and Bows then they will forfeit the full £50 registration fee, as our administrator will have spent time preparing all necessary documentation for your child's commencement.

The fee may be returned in exceptional circumstances at the discretion of the Pre-school Committee of Trustees.

For funded children, Pre-school will only confirm a place upon receipt of a completed Registration Form - Pre-School/Parent Agreement, and any forms and documentation required for funding, within 2 weeks from the date the offer was sent out.

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Once an offer is made, we ask that we receive confirmation of acceptance of the child's sessions the term before they are due to start.

If a child's place is offered and confirmed but subsequently the start date is delayed at the parent/carer's request, any fees that would have been due, may be payable for half a term.

Any parent who wishes their child to leave Pre-school during a school year is required to give the Pre-school a minimum of half a term's notice of their intention to leave. If parents fail to give such notice and /or remove their child from the Pre-school immediately or during the notice period, they would be liable to pay for the sessions allocated to their child for that half term.


Similarly, if you wish to drop any sessions, a half term's notice is required. Failure to do so may mean that you are liable to pay for any dropped sessions during that half term.

See policy for Unpaid Fees for further details.

Parents wishing to alter sessions should contact the Pre-school Administrator. The Pre-school will make every effort to accommodate a request for a child to change sessions. Parents will be notified as to whether the change can be accommodated as soon as possible after the request has been received. Children must not turn up for alternative sessions without prior agreement.

In the term prior to entry, parents are invited to attend a session with their child/children. This session will give you and your child/children an opportunity to meet the staff and for them to play with some of the children who will be at the Nursery along with experiencing the type of activities we include for the children and the routines of the setting. This session is also to go through any medical issues/special requirements and generally to talk to the staff to discuss nursery life and how the EYFS is being delivered. There is no charge for this.

Prospective parents wishing to visit the Nursery may do so by contacting the Nursery and booking an appointment.

Signed on behalf of the pre-school..........

Position within group.....CHAIRPERSON.....

Latest Review date.....12<sup>th</sup> January 2024.....