

ADMISSIONS POLICY.

See also Aims and Objectives, Equality and Diversity, Fee Payment, Special Educational Needs, Settling In, Rules and Regulations policies

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Box Pre School Playgroup is a Preschool for 2, 3 and 4 year olds only. It runs during term time (8.30am - 3pm). We can signpost you to other childcare providers for before and after preschool childcare and for holiday childcare.

Policy statement

At Box Pre-School Playgroup it is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. For further information please see the Equality Policy and Diversity policy. We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.

- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list on a first-come-first-served basis.
- The Pre-School will try to be as flexible as possible with requests for hours/sessions.
- At the start of the spring term, parents of existing children receive a email asking them to confirm which hours they will require the following September. This enables the Pre-School to complete the allocation procedure for the following academic year during the Summer Term.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender,

family structure, class, background, religion, ethnicity or competence in spoken English.

- We will support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Equality and Diversity Policy.

Funding for Two Year Olds (see fee payment and early years funding policy)

There are two different government-funded entitlements for eligible two-year-olds, depending on the child's circumstances.

Early Learning for 2-year-olds - 15 hours

Eligible two-year-olds may be entitled to up to 15 hours of government-funded early education and childcare per week for 38 weeks of the year from the term after their second birthday.

This entitlement is available to eligible families receiving certain benefits or other forms of additional support. It is sometimes referred to as the two-year-old disadvantaged entitlement.

Eligibility is determined by the government and/or the relevant local authority. Parents and carers should check their eligibility and apply through the appropriate local authority service.

30 hours for eligible working parents

Eligible working parents can receive up to 30 hours of government-funded childcare per week for 38 weeks of the year from the term after their child turns 9 months, subject to the government's eligibility criteria. (please note that children can start at playgroup once they are two)

This entitlement continues, subject to eligibility, until the child starts school.

Parents and carers should check their eligibility and apply through the government's childcare service. Where required, an eligibility code must be obtained and provided to the Pre-School within the relevant deadline.

Further information about funded childcare is available from the government childcare service.

Funding for three and four year Olds

All eligible children are entitled to 15 hours of government-funded early education and childcare per week for 38 weeks of the year from the term after their third birthday, subject to the applicable government funding arrangements.

Eligible working parents may also qualify for the additional 15 hours of funded childcare, giving a total of up to 30 funded hours per week for 38 weeks of the year.

Parents and carers who are eligible for the additional working-parent entitlement must apply through the government's childcare service and obtain an eligibility code. The code must be provided to the Pre-School by the relevant deadline.

Further information regarding funded childcare, Tax-Free Childcare and Universal Credit childcare support can be found through the government's childcare service.

Your child may be attending more than one setting, and the grant can be spread over the two settings.

Availability at Pre school

If the Pre-School is oversubscribed, we reserve the right to offer fewer funded hours than a child's maximum entitlement where necessary to ensure that available places and sessions can be allocated fairly and sustainably.

Where additional sessions or hours are requested by existing Pre-School children, a secondary waiting list may be maintained. If additional hours become available, these can then be allocated according to the setting's admissions arrangements.

Priority will be given to three- and four-year-olds and children transitioning to Reception, followed by younger age groups, while continuing to apply our admissions and waiting-list procedures fairly and consistently.

Parents and carers will be informed as soon as reasonably possible of the sessions and hours that can be offered.

Changes to Funding and Eligibility

Government-funded childcare arrangements and eligibility criteria may change. Parents and carers are responsible for ensuring that they remain eligible and for providing any required eligibility codes or information within the relevant deadlines.

The Pre-School will administer funded places in accordance with the current government and local authority funding requirements.

Where a child's circumstances change, parents and carers should inform the Pre-School as soon as possible.

For the most up-to-date information about funded childcare and eligibility, parents and carers should refer to the government's childcare service or the local authorities Early Years Information Service.