**Admissions Policy**

**Statement of Intent**

It is our intention to make our preschool accessible to children and families from all sections of the local community. We are committed to being as inclusive as possible regarding our admissions for our preschool. We also strive to be a provider of funded childcare without it impacting the quality of our provisions. This policy outlines our approach to preschool admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

**Legal Framework**

This policy relates to sections 3.27 and 3.28 to 3.38 of the Early Years Foundation Stage.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/974907/EYFS\_framework\_-\_March\_2021.pdf](http://www.blundestonpreschool.org.uk/%22)

**Aim**

To ensure that Frome Valley Preschool is accessible to all sections of the community, through open, fair, and clearly communicated procedures. To promote smooth and stress-free transitions to the setting, ensuring both children and parents/carers are happy.Wecare for children between theages of 2 and four years of age, and the numbers and ages of children admitted to the preschool comply with the legal space requirementsset out in the Early YearsFoundation Stage *(EYFS).* When considering admissions, we are mindful of staff*:* child ratiosand the facilities available at the preschool*.* We are registered with Ofsted to provide up to 50 places at any one time and 27 places on a daily basis. We do not require children to be toilet trained on admission.

**Accessibility**

Frome Valley Preschool aims to ensure its services are accessible to all sections of the community as per the Equal Opportunities Policy. The setting will attempt to communicate its services in locations throughout the community, in more than one language as appropriate.

The preschool exists to provide resources, facilities, and expertise locally to meet the needs of people in the surrounding area.

The preschool advertises through the Childcare Information Service, the local school.

The preschool welcomes both fathers and mothers, other relations, and carers, including childminders.

We describe our preschool and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity, or competence in Spoken English.

Our senior lead team takes responsibility for meeting with new families ensuring they have the correct literature regarding the Pre-school and collating information, including a waiting list.

**Offering Places**

Where services are over-subscribed, the following priority for admissions has been agreed:

1. On a first come first serve basis.

2. Waiting list children will be given a place before existing additional places.

3. Some spaces will be left empty for emergency care of LAC children

Places will always be confirmed by the senior lead team via email/letter.

Government funding for early education can be used for hours within funded sessions, and the additional paid-for hours will be charged at the amount required.

Fully funded sessions may be available for two, three and four-year old’s, subject to eligibility and the availability of sessions and staffing arrangements. No additional charges will be made for those sessions, but attendance will be limited to specific hours, and charges will be incurred for any additional attendance. These sessions will have a half termly intake and will be allocated prior to the start of each half term, in line with the admission criteria above.

Changes in sessions will require 1 months’ notice, using change of sessions form on the website and will be subject to availability.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.

The shortfall in the government-funded hourly rate is therefore addressed by charging a proportionate rate for the additional hours attended to complete the full session*.*

We also require parents/carers to provide snack for your child whilst attending the setting.

**See fees policy.**

Prior to a child attending our preschool, parents must complete and sign a contract and registration form. These forms provide the preschool with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees, and sessions, contact details for parents, doctor’s contact details, health visitor contact details, allergies, parental consent, and vaccinations etc.

Children leaving for school in the July/August of their academic school year to start in September, where parents feel they may not/cannot access reception, then a decision will be made in the second half of the summer term. Rigorous and through observations, meetings and assessments will be made in order to determine how best to support the child moving forward and what is best in the interest of the child. If you feel that you do not want your child to start school in their academic year, you still need to apply for a school as normal.

**Settling in**

Once a place has been offered each child is assigned an Early Years Educator as a key person. The senior lead team will take responsibility for contacting families and arranging appropriate settling in sessions. We invite parents and children to come and visit the preschool and allow the child to play whilst the parents/carers may have questions to ask.

On the next settle in the child will be left for one hour on their own after an introduction to their Key person and we encourage the parents to tell the child they are leaving and they will be back. This also gives parents and key persons to have time to communicate about specific needs and personalities. An ‘All About Me form’ is also completed in advance of attending Pre-school to ensure that staff are aware of all issues pertaining to the child.

As standard we offer a session of three hours next as a settle in session however we base this on the child’s first interaction with the setting and their emotional well-being, so subsequent settling in sessions will be organised to meet the needs of the specific child, this process usually takes up to 2 weeks, but it is important that child, parent, and preschool are happy before a child attends their full sessions. Key workers keep parent’s up to date on children’s progress during this period.

The settling process is viewed as an essential part of ensuring children have a positive time at preschool and we will be flexible in extending this period and offering families additional support.

**Early Years Education Funding (EYEF)**

Frome Valley Pre-School are in receipt of EYEF for 3- and 4-year-olds. All 3- and 4-year-olds are entitled to the Universal 15 funded hours during term time, this is available from the term following your child’s third birthday. You can take up to 570 hours free funded childcare per 38 weeks within the hours of 9:00am and 3:00pm. You may also be entitled to a further 15 hours of funded childcare via the HMRC, if you fall into a set criteria. You will need to apply for this via the government website and submit the code the term before you wish to use it so the setting can check the eligibility.

Some families of 2-year-olds may be entitled to Free Early Education for Two-Year-Olds (FEET), you must make the Pre-School aware of this when submitting you application.

The setting will be joining the program set out by the government to support parents to affordable childcare and will be offering 15 hours of funded childcare, to those who qualify, from April 2024. We will update parents when further information becomes available.

To access this funding, you need to complete an EYEF form and show your child’s birth certificate to the setting manager.