

Information and Records

Admissions

Intention

The Pre-School aims to provide open, fair, and clearly communicated procedures for admission to the setting.

Scope and Legal Framework

This policy sets out how the Pre-School's procedures for:

- Administering admissions at the beginning of each academic year; and in-year admissions
- Managing settling-in
- Administering the waiting list
- The management of the early years' entitlement grant for 2,3-, and 4-year-olds
- The management of fees
- Notice periods, transition and leaving Pre-School

This policy should be read alongside other Pre-School policies including:

- Curriculum, Teaching and Learning
- Safeguarding – Protecting Children from Abuse
- Support for children with Special Educational Needs
- Data Protection
- Parental Involvement and Behaviour
- Parental Complaints
- Community Values and Behaviour
- Managing Health Care Needs

Under the Equalities Act 2010, it is illegal to discriminate on the grounds of protected characteristics¹. The admissions policy and procedures in place enable equal access to Pre-School. If parents² consider they are subject to unlawful discrimination as a result of the operation of the Admissions policy, they may follow the arrangements set out in law.

Places, Session Times and Terms

Handsworth Pre-School is registered with OFSTED. The number of places available per academic year is set in line with business needs and legal requirements set out in the Statutory Framework for the Early Years Foundation Years.

Sessions are 3 hours per day – 15 hours per week. Pre-School hours are 9.00am-12.00 noon, Monday – Friday. The Pre-School operates for 38 weeks per academic year,

¹Disability, race, gender re-assignment, religion or belief, sex, sexual orientation, age, pregnancy or maternity, paternity, marriage and civil partnerships.

² Parents means adults with parental responsibility/legal guardianship

spread across three terms (six half terms). Session times and term dates are set by the Pre-School and are published on the website: www.handsworthpreschool.co.uk. The Pre-School may change any published session times and/or term dates should the need arise.

Free Early Entitlement Grant Funded Places – 15 hours

All 3-4 year olds receive the Free Early Education Entitlement Grant (FEEE) from the term after their 3rd birthday. The FEEE entitles children to attend 15 hours (all sessions) at the Pre-School.

Some 2 year olds are also eligible to receive the FEEE and attend 15 hours at the Pre-School. Parents are able to check their eligibility for two year old funding via <https://www.walthamforest.gov.uk/families-young-people-and-children/childcare-and-early-years/free-early-education-two-year-olds>

Families eligible for 30 hours free childcare may split the grant. The Pre-School requires an allocation of 15 hours to remain financially sustainable. Parents may use their remaining 15 hours at another setting or provider.

Fees

Children who are rising 3 – that is, will be three years old within the academic year – may be offered fee paying places prior to the commencement of the FEEE. Pre-School fees are set by the Parent Committee and are published on the website. Fees are reviewed annually. They are payable half-terminly in advance

Fees paid are refundable in the following circumstances:

- If the Pre-School is required to close either temporarily or permanently by the Local Authority, the Department for Education, OFSTED or by any other legal or statutory body.
- If the Pre-School closes temporarily to maintain the health and safety of the children or staff; and/or
- When a child leaves the Pre-School mid-year, subject to notice periods (see below).

Fees remain payable should your child be absent for any other reason. Specific family circumstances may be taken into account on a case-by-case basis and following discussion with the Pre-School Leader.

How to Apply and the Waiting List

An application form is available on the website or by contacting the Pre-School. Parents must complete and submit an application form. The child's details will be placed on the waiting list. Applications are accepted until your child would be eligible to start school (that is, the academic year in which they turn 5).

Once on the waiting list, details will remain until the academic year in which a child is eligible to start school, or until a parent requests that the details are removed, whichever

is soonest. Parents may contact the Pre-School to withdraw their child's details from the waiting list at any point.

Offering Places

The Pre-School will contact the parent who completed the application form to offer a place at the Pre-School. Once this is accepted, parents are asked to complete and return a Registration Form, a Settling-In Form and relevant funding forms. Subject to the information given, parents may also be asked to complete additional forms to provide further information to the Pre-School to meet a child's needs.

The Pre-School provides parents with information about what to expect in the first few sessions; support for settling-in; and what to bring into Pre-School.

Places for Grant Funded Children

The majority of places at Pre-School are offered for commencement in the following September (Autumn Term/new academic year). In-year places are offered as and when they become available.

Places will be offered on the following basis:

- Grant funded children
- Children with SEN – children with an existing, identified need and/or those who are or have been supported through specialist provision at a local Children's Centre; the Early Years Home Visiting Service; Good Beginnings or a similar Local Authority run programme for children with additional needs
- Children with a sibling attending the setting in the same academic year
- Exceptional family circumstances, which will be considered on a case-by-case basis
- Birth-date order

In-year places will be offered in line with the criteria set out above.

Places are offered to funded children on the basis of 15 hours attendance per week. Places will be offered on the expectation that children will attend regularly and for their full entitlement.

If parents choose to send a grant-funded child for less than 15 hours per week, the Pre-School expects that they will attend for a minimum of three sessions (nine hours) per week with at least two consecutive sessions per week. In support of children's development, regular discussions will be held with parents about increasing the child's attendance to the full 15 hours. In support of a child's preparation for school, the Pre-School also expects the majority of children who will be starting school in the following academic year to attend for 15 hours (five sessions) per week. Exceptions are made to support a child's settling in (see below).

Places for Children who have Deferred or Delayed Entry to School Reception

The Pre-School will maintain a place for a child currently attending, who is summer born and/or has SEN, if their parents ask us to do so. Parents will be asked to provide confirmation that the Local Authority has agreed admission out of usual year group.

The Pre-School will consider on a case-by-case basis new applications from parents of children who are summer born and/or have SEN, who have deferred their child's admission to school Reception class. Parents will be asked to provide confirmation that the Local Authority has previously agreed their request for admission out of usual year group.

Department for Education guidance defines summer born as children who are born between 1st April and 31st August each year.

Places for Fee-Paying Children

Available places will be offered on the basis of a minimum of three sessions (9 hours) per week. Subject to the availability of places, fee-paying children attending fewer than five sessions per week, may extend their hours of attendance to 15 hours (five sessions) in the term after their third birthday when they become eligible for the FEEE.

The Pre-School aims to allow children to take up their full fifteen hours entitlement once they are eligible. However, the availability of places is dependent on the business needs of the Pre-School. The Pre-School informs parents in advance whether/not places are available for a child to take up their full fifteen hours entitlement once they are grant funded.

Starting Pre-School: Children Starting in September/Beginning of Each Academic Year

Children new to the Pre-School and their parents will be invited to an initial group stay and play session. The purpose of the stay and play is to give parents and children an informal opportunity to:

- Meet each other, see the Pre-School and play
- Meet the staff and the child's Key Person
- Begin to discuss a child's settling-in needs with the Key Person
- Complete any remaining paperwork
- Understand the settling in-procedures and what needs to be brought in to Pre-School, including medicines
- Ask questions and share information

The Pre-School provides each child with a start date for their first full session following the stay and play. On arrival for the first session, parents are asked to drop their child at the door and go. Staff are experienced in supporting children through the settling in period and in working with children who may be finding the transition difficult.

If staff find that a child needs additional support for transition, they will discuss options with parents. This may include (but not be limited to):

- The child attending a minimum of nine hours per week, building up to full attendance over time;
- The child attending from 9.00am for a minimum of 2 hours per session (going home early), building up to full attendance over time; and/or
- Other strategies that may be useful.

In exceptional cases, parents may be invited to come into the setting to support their child's settling-in. Such exceptions will mostly only be made for children with diagnosed or suspected special educational needs; significant life-long health/medical conditions; and/or other exceptional family circumstances. Cases will be managed on an individual basis and in discussion with parents, the child's key person and the Pre-School Leader.

In-Year Admissions

Parents will be invited to come into a session to stay and play with their child from 9.30-11.00am. The purpose of the stay and play is to allow children to experience the setting; and for parents to meet and discuss their child's needs with their allocated Key Person.

Once the initial stay-and-play has been completed, children are able to attend from 9.00am on their next scheduled session. Parents are asked to drop their child at the door. Staff will support the child's settling in, as above. Exceptions may be made as set out above.

Leaving Pre-School within the Academic Year

Parents must give the Pre-School a minimum of **two weeks** (term time) written notice prior to a child leaving Pre-School within the academic year.

If applicable, fees are payable for the notice period. The Pre-School will refund any fees paid for the half term remaining after the notice period has been served.

Transition documentation is completed for children who leave Pre-School for another setting or to start school. More detail on transitions can be found in the Curriculum, Teaching and Learning policy.

This policy was adopted at a meeting of	Handsworth Pre-school	name of setting
Held on	1 March 2022	(date)
Date to be reviewed	28 February 2023	(date)
Signed on behalf of the management committee		
Name of signatory	Jonny Cooper	
Role of signatory (e.g. chair/owner)	Chair	