



Registered Charity No: 1130840
School Mead, Abbots Langley, WD5 0LB
01923 274483

Admissions Policy **Including Free Early Education (FEE) Funding & Applying for Nursery**

Policy Statement:

It is our intention to make our preschool genuinely accessible to as many children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure the existence of the preschool is widely known in all local communities. We will place notices advertising the preschool in places where all sections of the community can see them, in more than one language if appropriate.
- Arrange our waiting list to be as fair as possible to all requiring a place.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our equal opportunities policy widely known.
- Describe the preschool and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Where possible be flexible about attendance patterns to accommodate the needs of individual children providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

Procedures:

- Parents / guardians must provide proof of age (Birth Certificate or Passport) for all children as part of our registration process.
- Children who turn 2 on or before the 31 August of the coming academic year will be applicable for a place in that academic year starting in September.
- Children will be initially offered a minimum of two sessions a week at preschool which is usually a morning and an afternoon session.
- Children who cannot be given a place in the intake and are 2 on or before the 31 August of the coming academic year will remain on our continued interest list.
- If there are spaces available we will offer everyone a space, dependent on key worker availability. Otherwise, children living within our catchment area will go ahead of out of area children.
- Parents who would like extra sessions must place their child's name on a waiting list held by the Registrations Officer.
- Any extra sessions will be offered according to the extra session waiting list.
- Extra sessions will be offered to existing children before new starter sessions are allocated or additional sessions are allocated to new starters.
- If a child starts mid-term they will still be charged a registration fee (unless 2 year funded).
- If a parent decides to defer their child's place until later in the same term or school year they will remain liable for the fees payable from the date the accepted place becomes available.
- If a family chooses to defer their child starting until the next intake, they can pay a non-refundable registration fee of £30 to secure their place. If the parent/carer decides not to do

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this the child is placed on the next intake's waiting list in accordance with the date their original application was made.

- Sessions are booked automatically up until the child's nursery year is due to start. Currently this is until the end of the academic year if the child turns 3 on or before the 31 August.

Free Early Education (FEE) Funding

The preschool has opted into the following funding schemes. Further details relating to enrolment are available on the preschool's website. Parents / guardians of funded children are required to check and sign a Parent Declaration form which will be given to them. Signing the form confirms that the preschool can claim their child's free entitlements. Funding can be withdrawn by the preschool if proof of free entitlement is not provided when requested (i.e. proof of age, funding code).

2 Year Old Funded Children

- The preschool has opted into the HCC 2 Year Old Funding Scheme.
- We do not have a limit on the number of funded 2 year old places we can offer (other than the session limit).
- We do not hold places open specifically for 2 Year Old Funded Children.
- 2 Year Old Funded Children will initially be offered two sessions (same as unfunded 2 year olds) but further sessions can be agreed dependent on availability.
- Funding will only begin the term after a child turns 2. If a child starts mid-term on turning 2 years of age, all fees are chargeable until the free entitlement starts the following term.

3&4 Year Old Funded Children

- Once a child turns three, from the following term they are entitled to up to 15 hours of government funding per week towards their preschool place. We will endeavour to offer the child any additional sessions that they request, up to a maximum of 15 hours per week.
- Additional funded sessions will be allocated before the new intake for the next term is processed. This will ensure that qualifying children have a good opportunity of receiving the free entitlement that they request. Allocations will be made to children who have been placed on our waiting list for these hours.
- Enrolment in the 3&4 year old funding scheme is automatic, parents / guardians do not need to apply for the funding.
- Children are able to take any remaining unused funded hours at another setting that offers this scheme. Funding will then be claimed by both settings.

30 hours Free Childcare

- Preschool is part of the 30 hours free childcare offer for families who meet the criteria.
- We are open for 28.75 hours a week and are therefore unable to offer the full 30 hours to any child by ourselves. 28.75 is therefore the maximum that that your child could attend.

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- We are able to offer additional sessions to eligible families, space permitting.
- We will work in partnership with other settings where the 30 hours is split across 2 settings.
- We will try to accommodate parents' requests for additional hours under the 30hrs scheme but additional sessions will be allocated based on sessions and key worker availability and the needs and welfare of the child.

Nursery Places for 3/4 year olds:

- We are able to allocate up to 24 spaces for children to stay with us for their nursery year.
- Nursery places can be allocated for children born between 1 September 2018 and 31 August 2019. Children must attend for a minimum of 5 sessions per week. Lunch club can be used to make up their 15 hour entitlement.
- Sessions can be booked until the end of your child's nursery year i.e. July 2022, but not beyond that.
- We are also currently **unable to offer a Nursery place to children also taking a Nursery place at a local school nursery**. Please ensure you consider this when making your choice.
- Applications for Nursery Places **open on Wednesday 5th January 2022**. Parents must apply directly to the preschool for a Nursery Place.
- Applications must be received by **Friday 25th February 2022**.
- Applications are to be made by completing and returning our **Nursery Application Form**. Nursery Application Forms will be available by request to a member of staff.
- Offers of a Nursery Places will be made by **Friday 4th March 2022**.
- Acceptance of this place must be received By **Friday 18th March 2022**.
- If there are more applications than places available, the preschool will allocate places based on the following over subscription criteria;

1: SEND, Medical or Social need: Children who currently attend Breakspeare Community Preschool and for whom it can be demonstrated that they have a particular medical or social need to attend Breakspeare Community Preschool and that these needs cannot be met at an alternative setting.

2: Children who currently attend Breakspeare Community Preschool.

If there are more applications than spaces from children who currently attend Breakspeare Community Preschool, we will allocate places based on proximity to the preschool, as the crow flies.

3: Children who don't currently attend Breakspeare Community Preschool.

If there are more applications than spaces from children who don't currently attend Breakspeare Community Preschool, we will allocate places based on proximity to the preschool, as the crow flies

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- We are unable to guarantee a nursery space and strongly suggest you also apply to at least one more setting.
- Applications received after the Application Deadline date may be allocated a place dependent on availability. Details will be held on our Nursery Continued Interest List if a space is not available.
- Parents must inform us immediately if they do not wish to accept our offer of a place.

Deferred Nursery Places

- Breakspeare Community Preschool will consider applications by parents / guardians of children born in August who wish to defer their preschool year and therefore change their academic Nursery year. If successful, we will hold a Nursery place for them in the following year to enable the child to make a deferred application to Reception. Applications must be made to the preschool Leader by 31st March before the child’s 3rd birthday in August.
- It is only beneficial for children to complete one Nursery year at Breakspeare Community Preschool, we are therefore unable to hold Nursery places for children who have completed their Nursery year but are deferring their start in Reception.

This policy was adopted at a meeting of Breakspeare Community Preschool held on:

.....

Signed on behalf of the Committee:

Name:

Signature:.....

Signed on behalf of the preschool:

Name:

Signature:.....

This policy will be reviewed annually in January.

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