

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 widely 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

ADMISSIONS POLICY



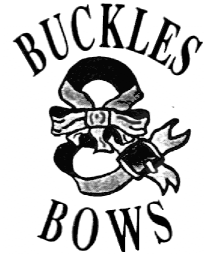
that our intake is representative of social diversity.

- We make our equal opportunities policy widely known.
- We consult with families about the opening times of Buckles and Bows to ensure we accommodate a broad range of family need.

Admissions Procedures

- We are registered with Ofsted to care for 2 to 5 year olds, with a maximum of 24 children per morning and afternoon session.
- All sessions run Monday to Friday inclusive:
 - 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.
- Allocation of places at the Pre-School will consider the following factors in priority order:
 1. First come first served, where sufficient places are available
 2. 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

ADMISSIONS POLICY



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.

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 loose the +15 hours due to employment circumstances you will remain with Buckles and Bows for the agreed FEE hours. Unless it is an even split agreed with another provider (e.g 7.5hrs FEE and 7.5hrs +15 between each provider).

-Unless your child is splitting the 30 hours with another provider, your child must attend a minimum of 4 full days at the Pre-school to use the funding with Buckles and Bows.

-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 £7 per hour) 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.

ADMISSIONS POLICY



Applications

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

The £50 consists of a £25 non-refundable administration fee, plus a £25 deposit which is held until the last invoice.

Should parents cancel the place prior to starting at Buckles and Bows then they will forfeit the full £50 registration fee.

The non-refundable deposit may be returned in exceptional circumstances at the discretion of the Pre-school Committee.

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

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 and will forfeit the £25 deposit.

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.

ADMISSIONS POLICY



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 number of sessions with their child/children. These sessions 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. These sessions are 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. Whilst your child is playing you will have the opportunity to read through the Policies and Procedure file which is kept in the lobby of the Pre-School and can also be found on the website.

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

This policy was adopted at a meeting of the pre-school held on.....

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

Position within group.....

Review date.....