

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.



Registered Charity No. 1022409

10.2 Admissions

Policy Statement

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.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community. We may advertise in local shops, toddler groups, local magazines and the Families Information Service. We promote our setting via our website and Facebook.
- 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
- The preschool takes children from 2 years of age.
- We arrange our waiting list in date of birth order. Where possible we will prioritise families requesting extended hours on Tuesdays and Thursdays. In addition, our policy may take into account the following:
 - siblings already attending the setting.
 - the vicinity of the home to the setting;
 - the capacity of the setting to meet the needs of the child
- We make our Equal Opportunities Policy widely known through our Prospectus, Introductory Pack for new starters and on our website.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- 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 support children and 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 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 that provides stability for all the children.

Fees

- Pre-school fees are £6.50 per hour. They are reviewed for the start of the Autumn term each year.
- Fees are payable half-termly, in advance whilst your child's name is on the register, even during absence.
- We are registered for the Tax-free Childcare Scheme
- Fees paid in cash should be in an envelope clearly labelled and handed to a member of staff. A receipt should be given.
- Fees can be paid by bank transfer.
- Hours are not transferable
- When parents have to pay for hours we offer reduced rates for families with two or more children. A discount of 20% applies for 2nd or 3rd children when all are fee paying and attend at the same time.
- When siblings attend together and receive funding for 15 hours and add additional hours a discount of 20% applies for 2nd or 3rd children if they are not eligible for 30 hours Extended Free Entitlement
- No child should be excluded from the preschool due to financial hardship. The group can offer help in such circumstances.
- Early Years Pupil Premium: The Government gives money to Early Years providers to help 3 and 4-year-old children from lower income families. This funding is called 'Early Years Pupil Premium'. For every 3 and 4-year-old child registered for Early Years Pupil Premium at Come and Play Pre-school the setting may receive up to £300. With this money we could provide extra staff help and resources. If you are registered for Early Years Pupil Premium you could also get help with costs of school trips. To find out if eligible, the online application form must be completed by visiting <https://extranet.buckscc.gov.uk/early-years/eef-early-education-funding/early-years-pupil-premium/>. You will be given a code that needs to be passed on to Flora Lau.
- Early Education Funding for 3 and 4 year olds

When can my child get a free place?

A child born between:

Will be eligible for a free place from:

1st April and 31st August (inclusive)

1st September (or from the start of the Autumn term following their 3rd birthday)

1st September and 31st December (inclusive)

1st January (or from the start of the Spring term following their 3rd birthday)

1st January and 31st March (inclusive)

1st April (or start of the Summer term following their 3rd birthday)

- You can choose for your child to attend for more than 15 hours but you will have to pay for the additional childcare hours if you do not qualify for the Extended Free Entitlement.
- We can offer up to 23 hours including Extended Free Entitlement and the total hours must be accessed over a minimum of 3 days. A child may attend 2 or more providers but the total claim must not exceed 30 hours.
- Working parents will need to check their eligibility for the extended to 30 hours entitlement at <https://www.childcarechoices.gov.uk> An eligibility code will be given that will be verified by the preschool.
- IMPORTANT: A child cannot take up a funded place during the term eligibility is established, it must be the term following the eligibility check. If eligibility is not established at the correct time fees will have to be paid by the parents.

- We can provide funded places for 2 year olds if criteria set by Bucks County Council is met. <http://www.buckscc.gov.uk/2yearfunding>.
- A fee invoice will show hours claimed for and hours to be paid for.
- You may be asked to pay for extras such as special events like Nativity play or educational trips but you do not have to accept the extra hours.

Open Hours

The preschool is open during term time only. Sessions as follows:

Monday	09.15 – 12.15	09.15-13.15	
Tuesday	09.15 – 12.15 09.15 – 14.45	09.15-13.15	12.15 – 14.45
Wednesday	09.15 – 12.15	09.15-13.15	
Thursday	09.15 –12.15 09.15 –14.45	09.15-13.15	12.15 – 14.45
Friday	09.15 –12.15	09.15-13.15	

Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted on

30/10/20

Date to be reviewed

Spring 2023

Signed by committee chairperson

Signed by preschool leader

