



Registered Charity No. 1022409

## **8 Early Years practice policy and procedures**

### **8.2 Waiting list and admissions procedures**

We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents/carers who apply for a place.

- The preschool 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 preschool via our website and Facebook.
- Information about the preschool is accessible, using plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Children with disabilities are supported to take full part in all activities within the preschool and the preschool makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
- Our preschool takes children from 2 years of age.
- The waiting list is arranged in birth order and in addition may consider the following:
  - the age of the child with priority being given to children eligible for the free entitlement
  - the vicinity of the home to the preschool
  - siblings already attending the preschool
  - the capacity of the preschool to meet the individual needs of the child
- Where possible we will prioritise families requesting extended hours on Tuesdays and Thursdays.
- Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE) and any local conditions in place at the time,
- We consult with families about the opening times of the preschool to ensure we accommodate a broad range of family need.
- We support children and parents/carers with disabilities to take full part in all activities within our preschool.
- Where it is financially viable to do so, a place is kept vacant for an emergency admission.
- The preschool and its practices are welcoming and make it clear that fathers, mothers, other relations and carers and childminders are all welcome.
- The preschool 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.
- The needs and individual circumstances of children joining the preschool are monitored on Childcare registration form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.
- Chapter 7 Equality procedures are shared and widely promoted to all through our Prospectus and on our website.
- Places are provided in accordance with Childcare terms and conditions issued to every parent when the child takes up their place. Failure to comply may result in the provision of a place being withdrawn.
- 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 preschool that provides stability for all the children.

### **Admissions**

- Once a childcare place has been offered the relevant paperwork is completed by the preschool manager or deputy before the child starts and filed on the child's personal file. Forms completed include:
  - 9.7 Privacy notice - explains what personal data we collect, why we collect it, how we use it, the control parent/carers have over their personal data and the procedures we have in place to protect it.
  - Childcare terms and conditions - govern the basis by which we provide childcare.
  - Childcare registration form - contains personal information about the child and family that must be completed in full prior to the child commencing.

### **Children with SEND**

- The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the preschool's core budget, then an application for SEN inclusion funding must be made immediately.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the preschool. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the preschool manager will support the family in their application. More information can be found at [www.gov.uk/disability-living-allowance-children/how-to-claim](http://www.gov.uk/disability-living-allowance-children/how-to-claim).
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the preschool manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

## Safeguarding/child protection

If information is provided by the parents/carers that a child who is starting at the preschool is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

Parents/carers are advised on how to access the preschool's policies and procedures.

## Fees

- Pre-school fees are £7.00 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 can be paid by bank transfer.
- Fees paid in cash should be in an envelope clearly labelled and handed to a member of staff. A receipt should be given.
- Hours are not transferable
- When parents/carers have to pay for hours we offer reduced rates for families with two or more children. A discount of 10% applies for 2<sup>nd</sup> or 3<sup>rd</sup> 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 10% applies for 2<sup>nd</sup> or 3<sup>rd</sup> children if they are not eligible for 30 hours Extended Free Entitlement.
- No child should be excluded from the preschool due to financial hardship. Preschool 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. We encourage parents/carers to visit the following link to find out their eligibility.  
[\*\*https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/eyp/\*\*](https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/eyp/)
- You will be given a code that needs to be passed on to Flora Lau.
- **Universal 15 hours 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:
1 <sup>st</sup> April and 31 <sup>st</sup> August (inclusive)	1 <sup>st</sup> September (or from the start of the Autumn term following their 3 <sup>rd</sup> birthday)
1 <sup>st</sup> September and 31 <sup>st</sup> December (inclusive)	1 <sup>st</sup> January (or from the start of the Spring term following their 3 <sup>rd</sup> birthday)
1 <sup>st</sup> January and 31 <sup>st</sup> March (inclusive)	1 <sup>st</sup> April (or start of the Summer term following their 3 <sup>rd</sup> 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/carers 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/carers.
- 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.

### Further guidance

Early Years Entitlements: September 2024 early education and childcare entitlements expansion – Local authority system guidance [September 2024 early education and childcare entitlements expansion](#)

This policy was adopted on 6<sup>th</sup> September 2025

Date to be reviewed 6<sup>th</sup> September 2026

Signed by committee chairperson

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Signed by preschool manager

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