

ADMISSIONS POLICY

Admissions Criteria

We allocate places for terms beginning, September and January. Subject to availability we may also allocate places in April. A proportion of the available spaces are allocated to existing children who require extra sessions and the remainder are given to new children. If there are more children on the waiting list than spaces available, places will be allocated in order of age ie: starting with those children closest to school age. Allocations are made between the Pre School Manager and the Administrator. There may be a rare occasion upon which the Administrator is able to allocate a place under exceptional circumstances. This will be considered on a case by case basis and any offer of a place would have to be agreed by the committee.

For new children the order of priority will be nearest to Pre-school

1. Over 3 years (closest to school age)
2. Between 2 and 3 years subject to availability

Please note:

During the Spring term (January) we will give priority to those children who will receive Funded Entitlement within priority 1. Younger children in priority 2 may have to wait until September for a place.

When spaces are limited, sessions will be allocated according to the above guidelines. Preference will be given to existing children and then the priority order will be followed until spaces are filled. We will follow the guidelines set out below when allocating sessions for all children new and existing where spaces allow:

Children who turn the following age within the term we are allocating:

- | | |
|-------------|--|
| 2 years | = 2 sessions over at least two separate days
(or up to 15 hours if in receipt of the Funded Entitlement for 2 year olds and if space is available) |
| 3 - 4 years | = Up to 15 hours if in receipt of the Funded Entitlement
(or up to 20 hours if in receipt of the Extended Funded Entitlement and if space is available) |

Waiting Lists

We place the details of all prospective children on to our waiting list. The waiting list enables us to identify how many possible new starters we have for the coming term. **The date that a child's name is placed on to the waiting list has no effect on their starting date or priority for a place.** This is decided upon the priority as shown above.

An email will be sent to all parents/carers of existing children each term, asking if extra sessions are required for the following term. These requests are incorporated into the allocation list. Where spaces are limited an email will be sent with session availability.

Intake

All intakes are subject to availability of space. We require children to attend a minimum number of 2 sessions per week over at least two separate days - as this is more beneficial to the children when settling in.

It is expected that when children are receiving the Funded Entitlement for 3 & 4 year olds, they will attend at least 4 sessions per week including one full day if space is available in order to prepare them for school.

We offer places to children from 2 years. Places for 2 year olds are limited due to the number of staff required to supervise this age group.

Children aged between 2 and 3 years will be offered morning sessions only.

If an application is refused, parents have the right to appeal to the committee.

Bierton Combined School have their own admissions policy. **A place at Bierton Pre School does not have any influence over allocation of a place at Bierton Combined School.**

Universal Funded Entitlement

For Parents who wish to claim the Universal Funded Entitlement with us, we will require a completed Parent/Provider Agreement for Funded Entitlement – Universal 15 Hours for 3 & 4 year olds form before we can process any funding claim. If we do not receive the completed form before the start of the funded term, the funding will not be processed and parents will be liable to pay for the place of their child.

Children are entitled to receive the Funded Entitlement from the government with effect from the term after their third birthday (see below). Some children may be eligible for two year old Funded Entitlement. More details relating to this can be found at:

<http://www.bucksfamilyinfo.org/kb5/buckinghamshire/fsd/advice.page?id=3E2W9HtGkOE>

Extended Funded Entitlement

Bierton Pre School is open for 22.5 hours each week. We have limited spaces available for children who are eligible for the Extended Entitlement. Please contact the Administrator for further details.

Please note:

Your eligibility code will need to be validated before we can confirm the extended hours. If you become ineligible for the extended entitlement, you will be liable for the session fees.

For further information about help with childcare costs there is a [Childcare Choices website](#) which provides information on the Government childcare offers. The website address:

<https://www.childcarechoices.gov.uk>

Fees

We require a £25.00 deposit to secure your child's place. This is payable immediately upon receipt of our email offering your child a place with us. The deposit is fully refundable once your child has started and is settled with us. If your child does not start with us, the deposit will not be refunded.

Fees will be charged for non-funded children. These are £14.50 per 2 ½ hour session or £17.40 per 3 hour session (mornings only) and are subject to change. If an increase in Fees is required then prospective parents will be informed of the change and a letter/email will be sent to parents of existing children.

Fees are non-refundable for sickness or holiday.

We provide a healthy snack for all children which costs 30 pence per day per child and is invoiced on a termly basis. This charge does not apply to children in receipt of Early Years Pupil Premium or 2 year old funding entitlement.

All fees must be paid on time but where necessary, the Administrator is able to discuss payment plans or flexible arrangements for payment. However, all invoices need to be paid in full by the end of the term to which they relate. As a last resort, we reserve the right to withdraw a child's place in the event of non-payment of fees or prolonged unexplained absence.

We are required to provide Buckinghamshire Council proof of attendance for all children in receipt of the Funded Entitlement and if we can not explain a regular non attendance of a child, Buckinghamshire Council can withdraw the Funded Entitlement and parents will be liable to re-pay any funding received for that child for that term.

Funded Entitlement Term Dates

Each child who turn 3 years old during the following dates will be eligible for the Universal Funded Entitlement in the term shown:-

Spring Term (January)	- Turns 3 between - 1 st September and 31 st December.
Summer Term (April)	- Turns 3 between - 1 st January and 31 st March
Autumn Term (September)	- Turns 3 between - 1 st April and 31 st August

Lunch Club

We offer a lunch club to children who do not attend a full day on Mondays, Tuesdays and Thursdays from 12.00pm to 1.00pm at a cost of £4.00 per day. Children should be provided with a healthy lunchbox. More details are available on request.

Welcome Packs

Parents of new children will be sent a "Welcome Pack" once they have accepted a place at Pre-school and paid the £25.00 deposit. This pack will contain all the necessary forms and information required prior to a child attending Pre-school. Questions regarding admissions, attendance, Funded Entitlement or anything else concerning Bierton Pre-school can be directed to the Administrator.

We strongly encourage all prospective parents to come along with their child and visit our Pre-School, so that you can get a feel for the environment. If you would like to have a look around then please email biertonpreschool@hotmail.co.uk or call the Pre-School direct on **07881 931354** and arrange a visit with one of our fantastic team.

Opening Times

We are open in term time only (38 weeks each academic year) as follows:

Mondays	9.00am or 9.30am to 12.00pm and 12.00pm to 2.30pm
Tuesdays	9.00am or 9.30am to 12.00pm and 12.00pm to 2.30pm
Wednesdays	9.00am or 9.30am to 12.00pm
Thursdays	9.00am or 9.30am to 12.00pm and 12.00pm to 2.30pm
Fridays	9.00am or 9.30am to 12.00pm

Lunch Club

Lunch club is available on Mondays, Tuesdays and Thursdays from 12.00pm to 1.00pm for a fee of £4.00 per day. More details are available on request.

Voluntary Contributions

The Pre-School is a registered charity run by a voluntary elected committee. We are always grateful for any voluntary contributions from parents/carers or family and friends to help buy resources, toys and equipment for the children.

Date: **01/10/2019**

Signed:.....

Name: **SARAH HEARN**

Role of signatory: **CHAIR PERSON**

Read and signed by all staff: