

## Admissions & Settling in Policy

### **Statement of Intent**

It is our intention to make our preschool accessible to children and families from all sections of the local and wider community. We are committed to being as inclusive as possible regarding our admissions for our preschool. We also strive to be a provider of funded childcare without it impacting the quality of our provisions. This policy outlines our approach to preschool admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

### **Legal Framework**

This policy relates to sections 3.28 and 3.57 of the Early Years Foundation Stage.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/974907/EYFS\\_framework\\_-\\_March\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf)

### **Aim**

To ensure that Little Hearts Pre-school Cranleigh is accessible to all sections of the community, through open, fair, and clearly communicated procedures. To promote smooth and stress-free transitions to the setting, ensuring both children and parents/carers are happy. We care for children between the ages of 2 and four years of age, and the numbers and ages of children admitted to the preschool comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities available at the preschool. We are registered with Ofsted to provide up to 20 places at any one time. We do not require children to be toilet trained on admission.

### **Accessibility**

Little Hearts Preschool Cranleigh aims to ensure its services are accessible to all sections of the community as per the Equal Opportunities Policy.

The preschool advertises through the Childcare Information Service, the local school and places accessible to the community.

The preschool welcomes both fathers and mothers, other relations, and carers, including childminders.

We describe our preschool and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity, or competence in Spoken English.

Our manager takes responsibility for meeting with new families ensuring they have the correct literature regarding the Pre-school and collating information, including a waiting list.

### **Offering Places**

Where services are over-subscribed, the following priority for admissions has been agreed:

1. Birth Order
2. On a first come first serve basis.
3. Waiting list children will be given a place before existing additional places.

Places will always be confirmed by the setting manager by telephone.

Government funding for early education can be used, additional paid-for hours will be charged at the amount required. (see fee sheet)

We charge £5 per day that a child attends nursery (if your child is only accessing the funded hours), this is to cover the costs of consumables, snacks, lunches, extra curricular activities, workshops and end of term treats. We charge this as the funding we receive does not cover this cost.

**Some** fully funded sessions **may** be available for two, three and four-year old's, subject to eligibility and the **availability** of sessions and staffing arrangements and priority will be given to our most disadvantaged families. No TOP UP FEES will be made for those sessions. Attendance needs to be fixed and decided upon starting. We do not have the flexibility to change sessions from week to week.

We are under no obligation to offer fully funded places.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as **far as possible** with availability and staffing arrangements, we will accommodate your wishes in terms of what days you would like to book.

We have a minimum booking of 20 hours a week, unless you have been offered a fully funded place.

***See fees policy.***

Prior to a child attending our preschool, parents must complete and sign a contract and registration form. These forms provide the preschool with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees, and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent, and vaccinations etc.

**Settling in**

Once a place has been offered each child is assigned an Early Years Educator as a key person. The manager will take responsibility for contacting families and arranging appropriate settling in sessions (stay & play). The first of these sessions allows for parents to stay with their child to allow their child an informal introduction to the preschool and for parents and key persons to have time to communicate about specific needs and personalities. An 'All About Me Sheet' and 'New Child Information Record' is also completed in advance of attending Pre-school to ensure that staff are aware of all issues pertaining to the child. (DURING COVID THIS SHOULD Be completed online by the parent)

Subsequent settling in sessions will be organised to meet the needs of the specific child, this process usually takes up to 2 weeks, but it is important that child, parent, and preschool are happy before a child attends their full sessions. Key workers keep records of children's progress during this period.

The settling process is viewed as an essential part of ensuring children have a positive time at preschool and we will be flexible in extending this period and offering families additional support.

**Early Years Education Funding (EYEF)**

Little Hearts Pre-School Cranleigh are in receipt of EYEF for 3- and 4-year-olds. All 3- and 4-year-olds are entitled to the Universal 15 funded hours during term time, this is available from the term following your child's third birthday.

Some families of 2-year-olds may be entitled to Free Early Education for Two-Year-Olds (FEET), you must make the Pre-School aware of this when making an application to join.

To access this funding, you need to complete a Declaration Form and show your child's birth certificate to the setting manager.

### **30 Hour Funded**

The Pre-School is open 38 weeks of the year. The Pre-School can offer 30 funded hours.

Each child's maximum free entitlement for both the 'Universal' and the 'Extended' offer will be the same, 570 hours per year.

You can take up to 1140 hours free funded childcare across the 38 weeks, within the hours of 8:30am and 16:30 Monday to Friday.

All sessions should be booked in advance and paid for, any cancellations must be made with plenty of notice; Regular booked sessions require 4 weeks' notice, charges will apply otherwise.