

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

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 – younger children will take priority.
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 have a minimum hour of attendance. This is typically between 15 and 20 hours a week depending on the age of your child. This is in place to ensure that every child receives a consistent routine, they benefit far more out of preschool and is beneficial for their early years development. We do not accept 2,3-hour days as this means having more children on our register, which then means more key children for the teachers, which then effects the high quality care that the children deserve. We like to keep a minimal register of children to ensure every child has their unique potential supported and nurtured.

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. Attendance needs to be fixed and decided upon starting. We do not have the flexibility to change sessions from week to week. We do not replace days missed due to illnesses or holidays.

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 of 3 days, 9am to 1pm that must be booked if a child is under 3 years of age. Over 3's must attend a minimum of 9am to 2pm 4 days a week.

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.

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 or passport 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 1064 out of the 1140 hours free funded childcare across the 38 weeks, within the hours of 09:00am and 15:00 Monday to Friday. Hours that are attended outside of this range must be paid for privately.

All sessions should be booked in advance and paid for, any cancellations must be made with plenty of notice; Regular booked sessions require a terms notice, (not falling after the 1st week of a new term) charges will apply otherwise.