

## Admissions Policy

(Also see Fees & Charging, Parental Involvement and Nappy Changing Policies)

It is our intention to make our Pre-School genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of the Pre-School is widely known in all local communities (as per our Marketing Plan). We will put notices advertising the Pre-School in places where all sections of the community can see them, in more than one language if appropriate.
- Allow parents or carers to express an interest in Little Oaks for their child with us from birth. They can be added to our Expression of Interest mailing list.
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
- Describe the Pre-School and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders and people from all cultural, ethnic, religious and social groups, with and without disabilities (as noted in our Parental Involvement Policy).
- As per the Providers Agreement we would not knowingly oversubscribe setting places at any point in the academic year. There are procedures in place to ensure this would not happen.

How we administer this policy is set out below:

### REGISTRATION PROCESS

- In order to support our policy of making Little Oaks accessible to as many members of the community as possible and to ensure we do not discriminate on the grounds of children's birth date we will not formally accept registrations of children until the September/October following their birth. Parents can register their child with us at our Registration event from a preset time and date from the September/October following their birth.
- Any parent who expresses an interest in Little Oaks prior to this date will be encouraged to complete an Expression of Interest form which has the registration date noted, providing us with email and other key contact details. On receipt of this form we will send an acknowledgement email within 1 month. We will send follow up reminders in advance, of the date and time to formally register their child along with our registration procedure.
- The time and date will be set one year in advance and will be advertised on our website, via posters in the community, "Brackley online", community social media groups, and local primary school newsletters. This list is not exclusive.
- Registration numbers will be allocated in the order in which registrations are received. For the first day, priority will be given to those registering in person, on a first come first served basis, followed by online registrations and then postal

registrations. On all following days, registrations will be taken in the order in which they are received, regardless of whether they are received in person, online or by post. Registrations will only be accepted if accompanied by the registration fee payment. If registering in person or by post, payment can be accepted by cash, cheque, (payable to Little Oaks Pre-school), advance BACS payment, or by agreeing to complete a Direct Debit mandate. If registering by email, then payment will be accepted by BACS and Direct Debit mandate only.

- When agreeing to pay by Direct Debit you will receive a link, via email within 24 hours of submitting your registration form. You will have **7 days** to complete the mandate in order to proceed with the registration. If the Direct Debit instruction is **not received** within this time frame, you will lose your place and alternative payment will be sought. The Direct Debit will be used to collect enrolment fees and fees for future sessions going forwards.
- Registration number **51** onwards does not guarantee your child a place in Pre-School, but ensures your child is registered for Playgroup. (See 'Playgroup places'). All terms of our fees and charging policy apply; please see our policies on the website at [www.littleoakspreschool.co.uk](http://www.littleoakspreschool.co.uk).

### **PLAYGROUP PLACES:**

Places in Playgroup will be allocated based on a child's registration number and the first 50 children to be registered will be guaranteed a place at Playgroup. As things can change from the Registration date (i.e. families can move away) we can take higher registration numbers. We will inform families who have a higher registration (i.e. above 50) that they are not guaranteed a place in our Pre-School for the following year when registering. Confirmation of this can only be given once the current year's allocation process has been completed, usually in June.

Playgroup places are allocated at an Enrolment event to which all parents/carers of registered children are invited by email. Parents and carers with the earliest (i.e. the lowest) registration number are given the first choice of session times and are initially offered a choice of 3, 4 or 5 mornings or afternoons (dependent on availability). Lunch Club places cannot be reserved in advance but will be arranged once the child has started their sessions at Little Oaks and have had their 3<sup>rd</sup> birthday. A maximum of two sessions can be booked in the first instance and once the 15-hours entitlement has been processed, any spaces will then be advertised.

The invitation email will clearly state:

- The procedure for the Enrolment event.
- That the consequences of non-attendance at the Enrolment event will be that no place will be allocated to the child and that therefore a relative or friend may attend the Enrolment event in place of the parent/carer.

- That to secure a place, one week's fees in advance (based on the amount of sessions taken at enrolment) will be payable and then subsequently credited against their first full week's fees.
- A start date will need to be provided.

### START DATES:

At the Enrolment event, parents are required to give a start date for their child (September, after October Half Term, January, after February Half Term or after Easter). Arrangements will be made and staffing put in place for children to start as indicated by parents at the Enrolment event. If the start date is deferred by more than half a term, fees will be charged according to the sessions booked. Parents have the option to give half a term's notice (6 week's) at the time of deferral and the child's place, any sessions allocated and the enrolment fee will be lost. The child can be placed on a waiting list for Pre-school. Please note, there is no option to defer beyond Easter. If a child is planning to start with us once they are in receipt of government funding, once again, arrangements will be made and staffing put in place to support this. If the start date is then deferred by more than half a term, the place and sessions will be lost and the child moved to the bottom of the list/placed on the waiting list for a place.

Once a child has started with us and becomes entitled to Early Years funding the term after they turn 3, then additional sessions will be offered, where possible, to allow parents or carers the opportunity to take their full funding entitlement of 15 hours per week. (For example, children with a DOB from 1 Sep to 31 Mar can potentially receive their 5 funded sessions before Easter of that term. Children who do not turn 3 until the Summer term, can attend extra sessions (if available) but will need to pay for them until their Pre-school year when they will become fully funded). If demand exceeds the number of additional places available, places will be offered with reference to registration number. There is no obligation to take the additional hours.

### ADDITIONAL FUNDING

If a child is in receipt of 2-year-old funding, then an earlier start date will be offered in line with the start of their funding but only if we have a space available. This may result in a child attending Playgroup for more than one academic year. This process will be explained to the relevant parents and carers individually. There is no obligation to take the earlier start date and if the parents or carers wish, they can defer until later on in the academic year.

We do currently accept 30-hours funding for those families that are eligible BUT only if space is available. Children may split this additional funding between two settings, or a childminder, on top of the 15 hours which is funded the term after their 3<sup>rd</sup> Birthday. There are deadlines to apply for this funding in line with the council funding, to read more or apply please visit:

<https://childcare-support.tax.service.gov.uk/par/app/extendedentitlement>.

Should family circumstances change, once your child has started with us at Little Oaks, (e.g. a change in working hours), we will do all that we can to accommodate these changes. This will be dealt with on an individual basis, in relation to session spaces available, the age/stage of development of the individual child and the eligibility of funding (i.e. 2 year/3 year or 30 hours). Any changes will be discussed between the parents/carers, Key Person and the Setting Managers but the final decision will always rest with the Setting Managers.

We are happy to admit children in nappies and we will work with parents to help the child become independent at using the toilet (see Nappy Changing policy).

For further information, please see our Fees & Charging policy and visit the following website for funding information and eligibility criteria:

<http://www3.northamptonshire.gov.uk/councilservices/children-families-education/early-years/Pages/free-childcare.aspx>

### **PRE-SCHOOL PLACES:**

(for the full school year, September to July, during which a child will have his or her 4<sup>th</sup> birthday)

Places will be offered with reference to the registration number (the lower the number the more likely that a choice will be available). Places are based around 5 mornings, 5 afternoons or 2.5 full days to take the full 15 hours' entitlement. We will be as flexible as is possible to accommodate parents' work patterns.

Children will not necessarily be with the same peers in Pre-School as they were in Playgroup. It may not be possible to offer all children from Playgroup a place within Pre-School (there are less Pre-school places available than Playgroup places because every child in Pre-school is entitled to 15 funded hours). This will be made clear to parents/carers of children with relevant registration numbers at our Enrolment event for Playgroup parents (registration above number 50).

Additional "Paid for" Day Care sessions:

A judgement will be made each year, once places have been allocated for Pre-School, (as per the criteria set out above) and if any additional spaces become available they will be offered as "paid for" sessions, the cost of which will be set out in the 'Fees & Charging Policy'.

### **FEES:**

See our Fees and Charging policy.

Signed on behalf of the committee..... *Lindsay Worville*.....

Role Treasurer, Trustee.....

Date 04/05/2021.....

This policy was reviewed and updated Jan 2012, Oct 2012, Nov 2012, reviewed Jan 2013, UPDATED August 2013 (to take account of new 2-year-old funding), reviewed & updated Oct 2013, reviewed & updated Nov 2013, Reviewed & updated Feb 2014, Reviewed December 2014, Updated Mar 2015, May 2015.  
Updated Sep 15 paid day care availability, Reviewed Nov 15, Updated Jan 16, updated March 16, Sept 16, Nov 16.  
Reviewed Jun 17, Sept 17, updated Feb 18. Reviewed Feb 19. Updated Sept 19 to include DD payment option. Updated Oct 19 to include changes in parents' circumstances.  
Updated Jan 20 to include start date deferral policy.  
Reviewed 04/05/21 with no changes.