# Admissions Policy

## Statement of Intent

It is our intention to make our Pre-school accessible to children and families from all sections of the local community and promote a pre-school environment which provides the best possible learning environment for all.

## Aim

We aim to ensure that all sections of our community have access to the Pre-school through open, fair and clearly communicated procedures.

## Methods

* We ensure that the existence of the Pre-school is widely advertised in places accessible to all sections of the community.
* We ensure that information about our Pre-school is accessible and where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter. We embrace British values.
* We are legally bound to meet the requirements of the EYFS framework & OFSTED regulations.
* West Wycombe Pre-school is a registered charity and a non-profitable organisation. Places cannot be held for a family for any longer than half a term without a refundable deposit, as the financial impact upon the setting would make us unsustainable. We require a fully refundable deposit of £100 to hold a space, this is only applicable when a space has been allocated to you and is being held for more than half a term in advance. The deposit will be fully refunded once the child has attended their first half term at Preschool and always within six weeks of them taking up their space. However, we reserve the right to retain this deposit should the space not be taken up or they attend for less than six weeks. The manager holds the right to waiver this in special circumstances or in the case of a vulnerable child. Those who are entitled to Two Year Early Learning Funding are exempt from this.
* We request a £50 admin fee to secure a child’s place with us. Those who are entitled to Two year Early Learning funding are exempt from this.
* We offer spaces to children from 2 years of age up until 4 years. We offer a minimum of 3 sessions per week to enable children to settle with us and receive the full benefit of their time at pre-school. This is at the discretion of the Manager should there be extenuating circumstances.
* Should there be a waiting list to join the Preschool we will admit children on a first come, first space basis. This is subject to some priority spaces which will be allocated first to those that are ‘children in need’, ‘Disadvantaged two year funded children’ and to siblings of children or children of staff already in the setting.

**Funding options**

* Universal Entitlement funding is applicable for all children from the term after the child's 3rd birthday and entitles them to 15 hours of childcare per week, over 38 weeks of the year.
* From September 2025 the ‘expanded’ funded entitlement will become available to some children over the age of nine months with a valid eligibility code. They are able to attend Preschool from their second birthday onwards where we offer access to the following funding streams:
  + Two-year-old Early Learning Funding for families who receive some additional government support (15 hours per week)
  + Universal entitlement for all 3- & 4-year-olds​ (15 hours per week)
  + Early Years Funded Entitlement for eligible children over the age of 9 months up to 4 year olds (30 hours per week for working parents)
* An eligibility code is required on the completed Funding Form for those accessing either the Two year Early Learning Funding or the Early Years Funded entitlement funding.
* Unfunded hours will be charged at £21 per session.

**Sessions and accessibility**

* The pre-school operates between 9am-3pm. With shorter sessions offered between 9am-12pm / 12pm-3pm.
* Breakfast Club is available for a limited number of children from 8:30-9:00 which is charged at £7 per session and does not accept any of the entitlement funding.
* We may not always be able to offer as many days as requested. In this case your child’s name would be added to our internal waiting list and spaces offered to those already attending Preschool before new children who do not yet attend.
* We are a multi floor, free flow setting. This means that children starting at the Preschool are required to be confident moving around the setting, this includes being able to walk up and down the stairs unassisted.
* All places will be billed half termly in advance with payment required within two weeks of the dated invoice. We accept a range of payment methods including childcare vouchers and Tax Free Childcare.
* To register their child for a place on our waiting list parents will be required to complete an Admission Record Form, Medical Record Form and Permissions Form.
* Once the manager has agreed a start date for the child a welcome pack will be sent out with a confirmation of the child’s place.
* The welcome pack will also contain a prospectus, letter from the committee and a few notes for parents to help their child settle at pre-school.
* Once places have been offered in writing a half term notice period is required for any change of hours requested. Fees will be charged for the agreed booked hours during this notice period.
* Upon allocation of a place with West Wycombe Pre-School parents will be asked to sign the settings terms and conditions.
* Children will be offered a home visit with the child’s key person on a date which is mutually agreed by the child’s parents and key worker.
* Settling in visits will be booked with a start date to follow.
* For children speaking English as a second language their key person will request key words from parents to support the child’s development within the setting.
* We describe our Pre-school 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. We welcome fathers and mothers, other relations and other carers including child minders.
* We make our [equality of opportunity policy](http://step-by-step.org.uk/equality) widely known through our website.

This policy was adopted by West Wycombe Pre-school Playgroup in October 2010 and updated when necessary and reviewed on a yearly basis.

Reviewed and amended June 2025