

ADMISSION POLICY

It is our intention to make our Preschool genuinely accessible to children and families from all sections of the local community. In order to accomplish this,
We will.
Offer Early Education within the national parameters – no session to be longer than 10 hours no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register) not before 6.00am or after 8.00pm a maximum of two sites in a single day

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

Issue the Admission Policy to all families as part of the registration process. It is also available via our website www.worsteadpreschool.co.uk
Early Education is offered to families 49 weeks of the year.
The funded hours can be claimed (to the maximum available) –

Mon – 8 am to 12pm and 12pm to 4pm = Max 8 hours
Tues – 8 am to 12pm and 12pm to 4pm = Max 8 hours
Wed – 8 am to 12pm and 12pm to 4pm = Max 8 hours
Thu – 8 am to 12pm and 12pm to 4pm = Max 8 hours
Fri – 8 am to 12pm and 12pm to 4pm = Max 8 hours

If you are unable to pay our charges, please speak with the Preschool Manager to discuss the alternative options available.

Ensure that the existence of the Preschool is widely known in all local communities. We will place notices advertising the Preschool in places where all sections of the community can see them, in more than one language if appropriate.

Arrange our waiting list in order of registration date.

Describe the Preschool and its practices in terms which make it clear that it welcomes both fathers and mothers, same gender relations, other relations and other carers, including childminders and people from all cultural ethnic religious and social groups, with and without disabilities.

Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

Make our equal opportunities and inclusion policy widely known.

Be flexible where possible about attendance patterns to accommodate the needs of individual children, families and carers. Children from 2 years old may attend any combination of sessions if places are available. A minimum of 3 sessions per week is recommended.

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). We will:

- follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice

- monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review

- provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary

- utilise the SEN inclusion fund and Disability Access Fund to deliver effective support

- publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory and our website www.worsteadpreschool.co.uk We will ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

We will aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submitting a claim/application to support and improve their outcomes.

When families meet the criteria for the current 2-year-old entitlement, their child(ren) can continue to receive a funded place until they transition to 3- and 4-year-old funding, even if family circumstances change. The same will apply once the working parent entitlement for 2-year-olds comes into effect, families will continue to receive the 2-year-old entitlement (because the family receives some form of government help or the child meets certain criteria), and then the 3- and 4-year-old universal entitlement unless the family becomes eligible to receive up to 30 hours of funding.

Children can attend up to 30 hours per week funded entitlement, if their family qualify for this, from the child's 1st birthday. Please see website addresses to check your entitlement
Homepage | Best Start in Life

It is the parents' and carers' sole responsibility to obtain an 'eligibility code' from the HMRC. Parents and carers must keep their details up to date and each half term obtain a new code. Funding will stop otherwise.

Parents and carers will only be eligible for 30 hours funded entitlement if they have signed the claim form and returned it within the deadline date, our Preschool administrator will issue this letter to interested parents.

We can except children during the holidays from other preschools/schools. The age range is 1 years – 5 years 11 months. We do not cater for older children. Our holiday sessions are charged at the same rate as term time sessions, age related. 4/5 years 11 months will be charged at the same rate as 3/4 years old. All admissions documents must be completed before start date. Families can use funded hours providing they have the correct amount of funding and that a funding form is submitted before actuals deadline date.

Where parents and carers are not satisfied that their child is receiving the funded entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the manager.

Our Complaints Policy is issued to all families as part of the registration process. It is also available on our website.

6 weeks' notice is required if you withdraw your child from Preschool, other than transition to school.

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent and carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

We will aim to ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

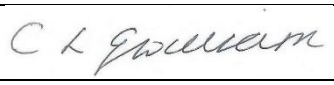
Children can be registered with Preschool at any time during the year.

The Preschool can take a maximum of 26 children during any one session.

Each child should bring a named bag containing nappies, wipes and spare clothes, where appropriate.

Written permission and named persons only allowed to pick up children from Preschool with note of their address and telephone number. If on the odd occasion this is different, this information should be given to the staff.

If the child shows unsettling behaviour, a parent/carer may be asked to accompany and stay with the child until arrangements can be made for extra help.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
Date:	1st September 2026
Date for Review:	31st August 2027