



Worstead Pre-school

Queen Elizabeth Hall – Ruin Road – Worstead – North Walsham – Norfolk – NR28 9WH
01692 535692

Email: admin@worsteadpreschool.co.uk

Website: www.worsteadpreschool.co.uk

Charity Number: 1041749

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
- Issue the Admission Policy to all families as part of the registration process. It is also available via our webpage www.worsteadpreschool.co.uk
- Early Education is offered to families 49.2 weeks of the year. The funded hours can be claimed (to the maximum available) –
Mon – 8 am to 12pm and 12pm to 4pm
Tues – 8 am to 12pm and 12pm to 4pm
Wed – 8 am to 12pm and 12pm to 4pm
Thu – 8 am to 12pm and 12pm to 4pm
Fri – 8 am to 12pm and 12pm to 4pm
- 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 date of birth, oldest children first.
- Keep a place vacant, if this is financially viable, to accommodate emergency admissions.
- 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 about attendance patterns to accommodate the needs of individual children, families and carers.
- Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.
- 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.
- Work with parents and carers to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' and carers' working hours.

Please also note:

- 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 free entitlements. A copy will not be retained but may be requested again at a later date.
- 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 staff.
- If the child shows unsettling behaviour, a carer may be asked to accompany and stay with the child until arrangements can be made for extra help.
- The Government provide a free place of 15 hours for every child the term after they are 3 years old. Our administrator provides parents and carers with a Form to sign to obtain this funding from the Local Authority.
- Children can attend a maximum of 30 hours per week free entitlement, if their family qualify for this, the term after the child is 3 years of age. Please see website addresses to check your entitlement [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/tax-free-childcare) or: [Apply for Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-tax-free-childcare)
- 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 free 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.
- Please give 6 weeks' notice if you withdraw your child from Preschool, other than transition to school.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Name	Hayley Pilkington
Position:	Committee Chair
Date:	1 st September 2023
Date for Review:	31 st August 2024