



# Bevan Lodge Community Pre-School CIO

## Admissions & Charging Policy and Procedures

### Statement of intent

It is our intention to make our pre-school accessible and inclusive to children and families from all sections of the local community and to make our admissions and enrolments procedures straightforward and clear for all users of the pre-school.

### Aim

This policy aims to communicate to parents/carers and potential future parents/carers of the ways in which we ensure accessibility to the pre-school for all children. It also outlines the procedures we follow when enrolling children at the pre-school.

### Methods

- We ensure that contact details for the pre-school are available in local publications and websites aimed at parents/carers.
- We ensure that information about our pre-school is accessible in written and spoken form.
- We try to accommodate an emergency admission, for example referrals from the Area Inclusion Co-ordinator or Children's Services, or looked after children new to the area.
- We describe our pre-school and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We welcome admissions from all families, regardless of ethnicity, culture, religion, home language, family background, learning difficulties or disabilities, gender or ability.
- We respond to a family's individual needs with regards to their competency in spoken or written English and seek advice and assistance from other professionals or other family members to support communication between the pre-school and the family.
- Where necessary, we endeavour to provide communications in Braille, through signing or via an interpreter.
- Our Equality and Diversity Policy is available for everyone to see and outlines our approach to inclusion for all families.
- We consult with families about the opening times of the pre-school to avoid excluding anyone.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.
- We are registered with Hampshire County Council to receive Early Years Education (EYE) funding for three year olds, and for eligible two year old children. We collect the funding on behalf of our families to ensure that they have access to free provision for their children. (See below for details.)
- We provide information to all parents/carers and potential parents/carers on the criteria and procedure for applying for EYE funding for two year olds.
- We accept childcare vouchers.

## **Admissions procedures**

Parents/carers wishing a child to attend the pre-school complete a form with their contact details, the child's name and age and any special educational needs or circumstances they wish to make us aware of. The registrar adds the child to the waiting list for the appropriate academic year based on their birth date.

Children eligible for two year old EYE funding will be admitted as soon as practical after we receive notice of their eligibility. Children usually join the pre-school in September or January/February, after they become 2 years 9 months of age. However, they may be admitted earlier, from 2 years 6 months, with agreement between the registrar, manager and parent/carer.

Places are offered to children on the waiting list in order, following these criteria:

- 1 Two year olds in receipt of EYE funding, looked after children, or children with any special circumstances or needs. These may be educational, social or health related and will be assessed by the manager, and the special educational needs coordinator if appropriate, in consultation with other professionals involved with the child's care.
- 2 Siblings of children who have attended the pre-school within the previous two years.
- 3 Length of time on waiting list.

And with the following conditions:

If a child is eligible to start in the Autumn term and does not take up a place when offered, they may have to wait until the following September for a place. This decision would be decided by the manager and bookkeeper on an individual basis, in order to ensure the financial viability of Bevan Lodge Community Pre School CIO.

Children are not admitted after the Easter holidays (except by discretion when a vacancy occurs).

Children who will be attending Bevan Lodge for more than one year are initially usually offered two, possibly increasing to three sessions per week. These sessions will, where necessary, be held open from the start of the academic year until the child can start i.e. is aged between 2 years 6 months and 2 years 9 months old.

In accordance with the requirements of EYE funding, children who are eligible for funding are offered fifteen hours per week, whenever possible.

If we have a large number of children with summer birthdays it may be necessary to limit the number starting in January to keep within our supervision ratios and to ensure the sustainability of Bevan Lodge Community Pre School CIO.

Once the academic year has started the management and Management Committee reserve the right to manage the waiting list according to the financial viability of the pre-school and the needs of individual children.

After a parent/carer has accepted a place at the pre-school, we confirm the arrangements in writing. We charge a £50 retainer fee for children who will be eligible for EYE funding. This will be refunded upon receipt of the EYE funding.

We charge a £50 deposit to secure the place for children under the age of 3 years where fees will be charged. This deposit is non-refundable but an equivalent amount is deducted from the first invoice for fees.

## **Charging Procedures**

### **Fees**

Session fees are reviewed annually in the spring by the management committee to take effect the following September. Parents/carers are informed of the fees in writing when they accept a place for their child.

### **Early Years Education (EYE) funding**

The EYE funding is paid by Hampshire County Council. All children are eligible for the funding from the start of the funding period following their third birthday. Funding periods are 1 September-31 December; 1 January-31 March; 1 April-31 August. When a child is eligible for the funding we inform parents/carers and issue them with a Parent Declaration Forms to complete at the start of each funding period.

Parents/carers whose children attend for more hours than the claim for EYE funding that they have made through Bevan Lodge, are charged at our current hourly rate for the additional hours they attend at Bevan Lodge. This includes charging for occasional special sessions such as the Christmas party.

We are also approved to accept children on Hampshire's two year old EYE funding offer. These children qualify for the 2 year old grant because they or their parents/carers meet specific criteria which entitle them to funding from the funding period after they become two years of age. Where possible we will accommodate children who qualify for the EYE 2 year offer but we will not exceed a maximum of 8 children under the age of 3 years old at any session.

### **Withdrawing a child from pre-school**

We require four weeks' written notice (not including school holiday weeks) if a parent/carer wishes to withdraw a child from the pre-school. In lieu of this notice, we require payment of fees at the usual rate.

This policy has been reviewed and adopted by Bevan Lodge Community Pre-school CIO Management Committee.

Signed on behalf of the Management Committee:

\_\_\_\_\_Signature

\_\_\_\_\_Name

\_\_\_\_\_Position

\_\_\_\_\_Date