



## 10.1 Admissions

At Woodlands Pre-school we accept all children regardless of race, gender, religious beliefs, intellectual or physical ability, social or cultural background and address.

Our aim is to allow the maximum number of children to access their funded places and we offer flexible options to support parents to access employment or training.

- Parents may apply at any time for a place for their child. A £30 refundable deposit is requested for any child new to the setting. Parents are invited to visit with their child before the child starts.
- All parents applying for a place will be given a copy of the admissions policy, asked to complete a standard registration form.
- Those parents eligible for the 15+ hours funding will also be asked for their 11 digit code. Where there are more applications than spaces, all applications will be considered using the oversubscription criteria.

**Attendance at Woodlands Pre-school does not guarantee a place at any specific primary school.**

**Funded hours may be shared between one or more providers but these providers need to know how many hours the child is accessing at each setting. In the event of a child using their 30 hours at more than one setting, the parents will choose which setting claims for the 15+ hours.**

Woodlands will share record keeping and assessments with other settings to ensure good continuity of care and education for the child.

### **Funded Places**

#### **3 & 4 year olds – 15 hours/30 hours**

- All children are eligible to access their funded 15 hours per week places from the start of the term following their third birthday.
- Some parents will be able to access 30 funded hours for their 3/4 year old – visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for guidance and information.
- Once eligible, subject to availability of a place, children can start at the beginning of, or during any of the three school terms.

#### **2 year olds – 15 hours**

- Some children are eligible for 15 hours per week funding from the term following their second birthday. Please visit [www.suffolk.gov.uk/two](http://www.suffolk.gov.uk/two) to see if your child is eligible.

At Woodlands Pre-school we offer flexibility for the number of funded hours taken each week.

- Funded hours can be taken between 3 and 15 hours per week (or 30 hours depending on eligibility) based on parental choice and availability of sessions.
- A child can increase the number of hours per week that they access each term if the parent feels their child is not ready to access 15 hours per week immediately (subject to session availability).
- All hours claimed each term must be attended.

At Woodlands Pre-school we run sessions for 51 weeks of the year. The funded hours can also be stretched to accommodate the school holidays or be taken during term time only, depending on parental choice and availability.

Children:-

- Can access provision at different times on different days between 8am and 6pm
- Will not be able to start or finish during the session times as this will disrupt the other children.

### **Allocation of Places**

- If there are more places available than there are applications then all children will be offered a place.
- Subsequent applicants will be offered places until the provision is full.
- Once full, applicants will be placed on a waiting list and places allocated in accordance with our oversubscription criteria.

### **Oversubscription criteria:**

The following is the order of priority in which applications will be considered if we are oversubscribed.

- Children who already attend Woodlands Pre-school and wish to increase their hours.
  - Children with SEN and Looked After children.
  - Children eligible for 30 hours funding
  - Children eligible for 15 hours funding
  - Children eligible for 2 year old funding
  - Children with siblings at or who have previously attended Woodlands Pre-school.
  - Date of birth priority with the oldest child admitted first.
  - If all other factors are equal then the earliest application will receive priority. Children applying for a place at Woodlands Pre-school in advance of their eligibility will be placed on the waiting list and the date of their application recorded.
  - Waiting lists will be reviewed half termly
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- Additional hours over the funded hours for each child are available, subject to availability at our current session fees.
  - The hours of 8-9am, 3-4pm, 4-5pm, 5-6pm will be charged at our current hourly rate.

**CHARGES ARE STILL PAYABLE FOR ADDITIONAL HOURS BOOKED IF A CHILD DOES NOT ATTEND WHETHER OR NOT THIS IS DUE TO SICKNESS, HOLIDAY OR PARENTAL CHOICE.**

**Your childcare costs will be worked out for the whole academic year or until the child becomes funded. If you wish to make changes to your childcare you must inform us 4 weeks written notice and your monthly payments will be changed accordingly. All monthly payments must be paid by the 25<sup>th</sup> of each month.**

The formula used to work out childcare costs are as follows:-

Cost of childcare required each week x 52 weeks / 11 months (this excludes august) = the amount to pay each month.

**WOODLANDS RESERVES THE RIGHT TO SUSPEND ANY SESSIONS UNTIL THE FEES HAVE BEEN PAID AND CLEARED.**

- Parents should notify the setting as soon as possible of any unplanned absence (eg sickness or holiday) by text, email or phone call.
- Not only does this help staff with planning issues it also ensures that they know the child is safe, in line with our Safeguarding Children policy.
- For prolonged or frequent absences the setting may contact sibling's schools to check attendance there.
- All absences and reasons for are recorded in our Absence book.
- For children who may have Social Services involvement any unexplained absence must be reported to them immediately.
- Absence impacts on children's attainment and level of learning as well as the development of their social skills and interaction with their peers in making friendships.