



10.1 Admissions

Woodlands can care for up to 36 children between the ages of 2-4 years, we accept all children regardless of race, gender, religious beliefs, intellectual or physical ability, social or cultural background and address.

The numbers and ages of children admitted to Woodlands comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS)

Woodlands accepts both funded and private children, we operate a first come, first serve initial intake in September regardless of being private or funded.

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
- Children who have siblings who are already with us
- When the application is received,
- Woodland's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements

Session Times

- Early Birds 8am – 9am
- Morning session 9am – 12pm
- Afternoon session 12.30pm – 3.30pm
- After School Club 3.00pm – 6.00pm

Registration

- Parents may apply at any time for a place for their child, where a session is full the child will be placed on a waiting list.
- A £30 refundable deposit is requested for any child new to the setting
- All parents applying for a place will be given a copy of the admissions policy, asked to complete a standard registration form.

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

Private Places

- Your childcare costs will be worked out for the whole academic year or until the child becomes funded. (September – June)
- Childcare payments will start in September and go through each month until June.
- Your childcare invoice will be term time only, if you require childcare through the holidays this will be done separately and a separate invoice will be issued.
- Your annual invoice will state the amount you **NEED** to pay each month.
- Your childcare payments need to be paid on 26th each month.
- If your child does not attend setting whether or not this is due to sickness, holiday or parental choice your session fees still apply

- if you wish to make changes to your childcare you must inform us 4 weeks prior to the change and in writing and your monthly payments will be changed accordingly.

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

- Cost of childcare required each week x 38 weeks / 10 months (this covers July childcare costs) = the amount to pay each month.

REMEMBER - YOU ARE PAYING FOR YOU CHILD'S SPACE, NOT THEIR ATTENDANCE!

Funded Places

All settings registered to accept government funding must offer free places for two- to five-year-olds for early learning sessions specified by the local authority. Woodlands currently provides free funded places available for children subject to availability.

All funding is now in line with the flexible arrangement as specified by the Government. On registration we will discuss your needs and as far as possible with availability and staffing arrangements, we will accommodate your wishes.

Additional hours over the funded hours for each child are available, subject to availability at our current session fees.

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 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.
- 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.

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 to see if your child is eligible.

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

- Funded hours can be taken between 6 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.
- Your child can access provision at different times on different days between 8am and 6pm
- Your child will not be able to start or finish during the session times as this will disrupt the other children.

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. Funded hours can also be stretched to accommodate the school holidays or be taken during term time only, depending on parental choice and availability.

Oversubscription criteria:

The following is the order of priority in which applications will be considered if we are oversubscribed regardless of being funded or private.

- Children who already attend Woodlands and wish to increase their hours.
- Children with SEN and Looked After children.
- Children with siblings at or who have previously attended Woodlands.
- 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 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

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

Woodlands are open run sessions for 51 weeks of the year, we are closed all bank holidays and between Christmas and New year.

Absences

- Parents must notify the setting as soon as possible of any unplanned absence (eg sickness or holiday) by Eylog message, email or phone call.
- 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.