



## 4.1 Admissions

### Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local and wider community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

### Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that we welcome both parents, other relations and other carers.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy (1:16).
- We have consulted with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

### Enquiries

- All enquiries received are handled by the Leader or her Deputy.
- Parents/carers are invited to attend a taster sessions with their child to help them make their choice.

### Childcare Provision

- Buttercups provides 30 hours of childcare per week and employs the Early Years Framework throughout that time.

### Early Years Offer

- 18 places per sessions are offered. This is based on the limitations of the premises.
- Hours when offer is available

Session Time	Session Title	Charging Structure
08:30 - 09:00	Early Start	Funded hours
09:00 - 12:00	Morning	Funded hours
12:00 - 12:30	Lunch	Funded hours
12:30 - 15:30	Afternoon (Friday only)	Funded hours
12:30 – 16:00	Afternoon (Monday and Tuesday only)	Funded hours

- 15 hours of universal funding is available to all 3 and 4 year olds
- 15 hours of 2 year old funding is available to eligible children
- Eligible parents can also take extended funding up to the 30 hours per week that Buttercups operates. These places will be awarded on a first come first served basis subject to availability and ratios.
- 4 places per sessions will be reserved for 2 year olds
- It may be necessary to restrict the number of SEN children at any one session according to the numbers involved and level of need. This is purely a safeguarding issue to ensure all children are kept safe. This will be determined by the SENCO and Pre-school Leader.

### Waiting Lists

Includes

- All new children wishing to start at a future date
- All existing children wishing to increase hours at a future date
- All children waiting for an immediate start once a place is available

### Fees

- The fee rate is reviewed each year at the committee meeting in May and any increase is applied from September
- There is only one fee rate which is charged for all non-funded hours
- The current fee rate may be viewed on our Fee Policy located on the policy page of our website [www.buttercupsplygroup.org.uk](http://www.buttercupsplygroup.org.uk)

### Allocation of a Place

This may be determined by:

- Availability of places
- The capacity of the setting to meet the individual needs of the child
- The length of time on the waiting list
- The vicinity of the home to the setting
- Whether any siblings already attend the setting

### Registration process

- A registration form is completed and a start date confirmed
- Agreement on sessions to be attended is reached
- A funding form is completed if applicable
- Documentation checked to confirm eligibility
  - 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.
  - Eligibility code for 30 hours extended funding, plus their child's date of birth and both parents NI numbers where extended funding is being offered.
- The Admission Policy is issued to all families as part of the registration process. It is also available via our website
- Our Complaints Policy is issued to all families as part of the registration process. It is also available via our website.
- Where parents/carers are not satisfied that their child is receiving the free 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 Sue Fuller
- Parents are invited to stay with their child during the first few sessions to help them settle
- Parents may also elect to gradual build up the time the child attends the Pre-school

### **Contractual Arrangements**

- The registration form acts as a contract between Buttercups and the parent/carer providing:
  - Confirmation of the hours the child will attend
  - The hours either funded or fee paying
  - Emergency contact details
  - Special requirement of child
  - Names of those allowed to collect children

### **Inclusion**

- The setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- Children and/or parents with disabilities are supported to take full part in all activities within the setting.
- 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. This policy can be accessed via our website

- We 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 submit a claim/application to support and improve their outcomes.

**Provision**

Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

This policy was adopted at a meeting of  
Held on

Buttercups Pre-school

Date to be reviewed

July 2021

Signed on behalf of the management  
committee

Name of signatory

Joanne Reed

Role of signatory (e.g. chair/owner)

Chairperson

Staff/Committee Member	Date read	Signature
Sue Fuller		
Kim Harrod		
Zoe Hornigold		
Charlotte Chilvers		