



# Little Brown Hare Pre-School Admissions Policy

Policy reviewed and updated: November 2018

Next review: November 2019

Signature:

Executive Headteacher:

Date: 29-11-18

Signature:

Chair of Governors:

Date: 29/11/18

## **Purpose and Aims**

The purpose of our Pre-School Admissions Policy is to ensure that our provision is accessible to children and families from all areas of the local community. We aim to ensure that all areas of our community have access to the Pre-school through open, fair and clearly communicated procedures.

## **Marketing**

We aim to widely advertise in places accessible to all areas of the community. More information is also on our own website at <http://www.blueskyfederation.co.uk/>

## **Enquiries and Applications**

For Little Brown Hare Pre-School – call 01263 761365 or email [office@erpingham.norfolk.sch.uk](mailto:office@erpingham.norfolk.sch.uk) to find out more about our pre-schools and book your visit . Alternatively, you download an application form from our website <http://www.blueskyfederation.co.uk/northrepps/pre-school/>

**Early Education offer** - We offer sessional and full day early childhood education and care for children from 2 years of age, during term time, for 39 weeks of the year. Please see below for details of hours offered at both settings:

### **Little Brown Hare**

Monday: 9.00 – 1.00pm

Tuesday: 9.00 -3.00pm

Wednesday: 9.00 – 3.00pm

Thursday: 9.00 – 3.00pm

Friday: 9.00-1.00pm

We offer 15 hours free early learning and childcare for eligible two year olds for 38 weeks of the year. Applicable children are eligible for free childcare at the start of the next claim period which follows their second birthday. (Claim periods start on 1 September, 1 January or 1 April).

All children are entitled to 15 hours of funded early education from the term after their third birthday.

At Little Brown Hare pre-school we have a limited amount of termly spaces on a first come first serve basis for children 3yrs of age, who are eligible for 30hours (dependant on parent's circumstances) of funded early education. You can check your eligibility and apply at - <https://www.childcarechoices.gov.uk/>

**National parameters on flexibility** - Early Education is offered within the national parameters:

- no session is 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

### **Session numbers**

Little Brown Hare – 12 children

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

**Holidays** - We base our holiday calendar on that of Norfolk County Council. All our term dates are on our website <http://www.blueskyfederation.co.uk/>

**Children with SEND** - Please refer to our 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.

**Additional funding** - 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.

30 hour offer -

**Fees** - parents / carers who wish to purchase additional hours for their child above the 15 or 30 hours entitlement, may be able to do so if there is space available. Please refer to our Charging Policy for session rates and guidance.

**Ratios** - We follow the regulations stipulated in Early Years Foundation Stage (2017) Statutory Requirements, that we maintain a strict adult: child ratio of at least 1:4 for 2 year olds

1:8 between 3 - 4 years old

**Settling in** - We encourage a parent, relation or other carer, including childminders to stay with the child for the first session, or until they are both happy or comfortable about the separation. If a child becomes distressed for any reason during their pre-school session, then the parent or carer will be asked to return. During their settling in we make detailed observations of children's learning and development in order to plan for their interests and needs.

**Equal Opportunities and Inclusion** - We describe our pre-school's and our practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders. We describe our pre-school and our practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity, or competence in spoken English. We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place. We make our equal opportunities and inclusion policy widely known.

**Documentation required on acceptance of a place** – 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 of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

**Claiming funding** - a claim form is completed by the preschool, for the parent/carer to sign. Parents/ carers will need their address, national insurance number and child's date of birth

### **Key legislation and guidance**

We refer to the following:

· Early Education and Childcare Statutory Guidance for Local Authorities - March 2017

· Early years Entitlements: Operational Guidance For Local Authorities and Providers - April 2017

