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NORTH LEATHERHEAD COMMUNITY CENTRE,

Aperdele Road, Leatherhead,

Surrey KT22 7QT

**Admissions Policy**

**Statement of intent**

It is our intention to make All Saints Preschool accessible to children and families from all the local community.

**Aim**

We aim to ensure that all families within our community have access to the setting through open, fair

and clearly communicated procedures.

**Methods**

In order to achieve this aim, we operate the following Admissions Procedure:

**Accessibility**

· We ensure that the existence of our setting is widely advertised in places accessible to all

sections of the community, such as online, advertisements in local shops and via local Facebook groups.

· We welcome all children and have a dedicated Special Educational Needs Coordinator (SENCO) who works closely with parents and outside agencies such as Speech and Language Therapists, to ensure the child’s needs are being met and developed accordingly.

· For children who have English as an additional language (EAL), we work in partnership with families and carers and seek advice from REMA and Early Years Advisors from Surrey County Council when necessary.

.We endeavour to learn key words in the family’s first language and provide access to dual language reading books and other resource where required.

.We are also able to translate our policies and procedures into any language using an online tool should a parent require this.

**Sessions**

· We allocate sessions on a first come first served basis, with priority given to those children who already attend the preschool. Priority is also given to FEET funded children.

. We require children to attend a minimum of two split sessions for continuity.

· If demand exceeds available sessions, then sessions will be allocated to children on a first come first served basis based on when registration forms and deposits were received.

· Feet funded children can access 15 hours from the term after their second birthday within our setting.

.Government funded 3 year olds can access up to 15 hours.

.Those who qualify for 30 Hours funded education and childcare can access up to 27 hours over 9 sessions (24 hours over 8 sessions if not a “Rising 5” child due to start school in the following September)

.Thursday afternoon sessions are reserved to our rising 5 session, which means only children starting school the following September will be able to access these sessions.

**Admissions routes**

All Saints Preschool allows children to start at the setting any time after their second birthday. Where a child turns 2/3 in the Spring Term and is entitled to a funded place, a space cannot be guaranteed until the following September.

Application Forms should be received asap, but at least the term before the child is due to start. Once Application Forms are received the child is placed onto the waiting list. For children due to start in September, parents can usually have their pick of sessions and these can be allocated as early as the Spring Term.

**Waiting List**

· The operation of the waiting list is on a first come, first served basis. If a session becomes free, the first person on the list will be offered the place. If they are unable to accept it, it will be offered to the second person etc. The first person on the list will remain at the top of the list and be offered first refusal of any subsequent sessions.

.An emergency space can be allocated for a Looked-After Child (LAC) under certain circumstances.

· Any parents with children still on the waiting list in March will be invited to state their preferences for sessions for the next school year as part of the next annual admissions route. Their requests will then be dealt with, together with all the other applications, according to the priorities set out above.

**Notice periods**

· For children already attending preschool, a notice period of at least half a term is required, if your child is leaving the preschool.

**Fees**

· All new applicants are required to pay a registration fee of £20. Once the child starts attending the setting, the £20 is either refunded or exchanged for a uniform tshirt and sweatshirt.

· Fees are payable termly. Fees must still be paid if children are absent without notice for a period of time. Fees are reviewed on a termly basis and may be subject to increase.

· We are in receipt of nursery education funding for three and four year olds; where funding is not received, then fees apply.

· For your child to keep her/his place at the playgroup, you must pay the fees.

·Fees must be paid within one month 2 of receipt of the invoice. If payment is not made within this time, then your child may be suspended from attending All Saints Preschool and Nursery until payment is received or an agreed payment plan is put into place.

**Government Funding**

**FEET**

·FEET – Free Early Education for Two year olds. All Saints Preschool is registered to look after FEET funded children

FEET is funding from Surrey Early Years and Childcare Service for up to 15 hours of free early education and childcare per week, for 38 weeks a year, for families who meet the criteria. It is only available for a small number of two year olds in Surrey. To be eligible you need to belong to one of the automatically funded groups or to receive one of the listed benefits in the financial criteria.

·For more information on FEET funding, and how to check if you are eligible and how to apply please visit <http://www.surreycc.gov.uk/people-and-community/family-information-service/family-finances/free-early-education-for-two-year-olds-feet-information-for-parents>

**Free Early Education for 3 and 4 year olds**

In England all three and four year olds are entitled to 15 hours of funded early education a week for up to 38 weeks a year. This is to give children the opportunity to take part in planned learning activities, and help prepare them for school through the early learning goals set out in the Early Years Foundation Stage. Children become eligible from the start of term after the their 3rd birthday.

**Consumables and Additional Services Charge**

· FEET funded children and those in receipt of Early Years Pupil Premium and/or Disability Access Funding are exempt from the consumable charge. Where your child attends 15 – 27 hours your consumables and additional services charge is £100 per term, for children attending up to 15 hours the charge is £60 per term. This fee can be paid in instalments. Please see Mandy / Lucy. Townsend for more information.

This policy was adopted at a meeting of All Saints Preschool

Held on (date) \_\_\_\_\_10 March 2022\_\_\_\_\_\_\_

Signed on behalf of the Management Committee/Proprietor \_\_\_\_\_\_\_\_\_\_

Role of signatory (e.g. chairperson etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy was reviewed on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_