

## Woodcote Pre-School Group CIO

### Admissions Policy

At Woodcote-Pre School, it is our intention to make our pre-school accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the pre-school, through fair and clearly communicated procedures.

#### **Procedures**

In order to accomplish this, we will:

- Ensure we advertise our pre-school in places that are accessible to all sections of the community.
- Ensure that information about our pre-school is accessible, using clear English, in both written and spoken form. Where appropriate, we will provide this information in any other language, in Braille, or using British Sign Language.
- We arrange our waiting list in order of the child's date of birth. We may also take in to account; the vicinity of the child's home to the pre-school and whether any siblings currently attend or have previously attended the pre-school.
- We keep a place vacant, if financially viable, in order to accommodate emergency admissions.
- We offer places at our pre-school, for children who are eligible for up to 30 hours free childcare funding.
- We are as flexible as reasonably possible, about attendance patterns, to accommodate the need of the child and their family. We consult with the parents about the pre-school opening times.
- Our pre-school is welcoming and we make it clear that fathers, mothers, carers and other relations are all welcome.
- Our pre-school operates in a way that encourages positive regard for and understanding of difference and ability, whether it be; gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We share and widely promote our 'Valuing, Diversity and Promoting Inclusion and Equality' policy.

- We accept children from 18 months old onwards. We take children regardless of whether they are potty trained or not.
- Usually, the child will begin by attending 2 sessions per week, although this can be increased if deemed appropriate by the parent/s and staff, depending on availability.

Failure to comply with our terms and conditions may result in the provision of a place being withdrawn.

### **Fees**

Woodcote Pre-School is funded by the fees paid by the parents or the Local Authority (for children who receive the free childcare funding). We occasionally receive donations and we hold various fundraising events each year.

Fees are invoiced every half-term, and it is requested that the invoice should be paid within 7 days of receiving it.

Any parent who wishes to send their child to our pre-school, who may have financial difficulty, should speak in confidence to the pre-school manager or the treasurer.

Currently, children aged 3 and over are entitled government funding for up to 15 hours per week for 38 weeks of each academic year. The child is eligible for this funding from the start of the school term after they turn 3. Please speak to the pre-school manager, who can make the necessary application on your behalf.

We also offer the 30 hour funding entitlement for children aged 3 and over, if their family is eligible. To check your eligibility, please go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

2-year-old funding of up to 15 hours per week is also available, depending on whether the family meets the specific criteria. Please speak to the pre-school manager for more information.

Parents are reminded that in the event of them not being eligible for any of the above funding, the payment of all fees is ultimately their responsibility.

A minimum of one full terms notice, in writing, is required if you wish to withdraw your child or reduce their sessions. Failure to do so will result in the parent being charged fees in lieu of notice.

If sessions are missed for any reason including sickness and holidays, refunds cannot be given. We have a system whereby extra sessions can be bought at short notice, subject to a place being available.

Please also see the separate 'Fees Agreement' - all parents are given a copy of this when their child starts at pre-school. Further copies are available on request.

**This Policy has been reviewed and agreed by the Woodcote Pre-School Group CIO Management Committee.**

**Last Updated: March 2021**