

**Admissions**

**Policy Statement**

It is our intention to make our Pre-school accessible to children and families from all sections of our 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 our setting is advertised in places accessible to the community
* We ensure that information about our setting is provided in written and spoken form. If necessary will do our best to provide translated written materials or an interpreter where language needs of families suggest this is required. Where necessary will also try to provide information in Braille, or through British Sign Language
* The child will be placed on a waiting list and will be allocated a place in the following order of priority:
  + Siblings
  + Eligible 2 year olds for EEF
  + Children with SEND
  + Date in order on the waiting list
  + Any other children with additional social requirements may take priority at the discretion of the pre-school owner
* We describe our setting and practices in terms that make it clear that it welcomes both fathers and mothers, other relations and carers including childminders
* We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language
* We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting
* We make our Valuing Diversity and Promoting Equality Policy widely known
* We offer 15 hours and 30 hours Early Education Funding for all 3 and 4 year olds and eligible 2 year olds. Children eligible for the funding at the start of the Pre-school year will be given the choice of how they would like to claim their funded hours and are informed that if they go over their entitlement they will be charged for the extra hours at the current rate
* Parents will be informed that they can claim funding between two settings and this must be disclosed on the Parent Declaration Form (FFE4) that must be completed when claiming for funding.
* Parents of children entitled to funding have to complete a Parent Declaration Form (FFE3), a Parent/Provider Agreement Form (FFE4) and if there is an adjustment at any time throughout the year a Parent/Provider Agreement Adjustment Form (FFE5)
* Parents must bring in proof of their child’s date of birth when returning the completed forms
* Parents will be made aware at the onset of claiming funding that their children must attend for the hours that they have claimed – attendance is not optional. We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children. For funded children sickness or holiday absences are acceptable but if a child does not attend regularly for the hours claimed, Bucks County Council may reclaim monies paid to Jack & Jill and the full amount denied may be invoiced to the parent for payment
* Changes to funded hours cannot be made mid-term. This must be settled at the beginning of each full term

The pre-school sessions operate from:- Over 35 weeks

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| Mondays | 8.30-11.30 am | 11.30-12.30 lunch club | 12.30-3.30 pm |
| Tuesdays | 8.30-11.30 am | 11.30-12.30 lunch club | 12.30-3.30 pm |
| Wednesdays | 8.30-11.30 am | 11.30-12.30 lunch club | 12.30-3.30 pm |
| Thursdays | 8.30-11.30 am | 11.30-12.30 lunch club | 12.30-3.30 pm |
| Fridays | 8.30-11.30 am |  |  |

* There are 30 spaces per session available for children aged 2-5 years old
* A waiting list is in operation. A registration form must be completed by the child’s parent/guardian. This form is not a guarantee that you will receive a place in the appropriate yearly intake
* We have 2 intakes during the year in September and January
* A non-refundable deposit, currently £50.00 is required as well as a non refundable registration fee of £50.00
* We aim to offer non funded children at least 6 hours at the onset of their start at Jack & Jill Pre-school
* We aim to transition new children starting at Pre-school based on their individual needs. Hours requested are set at the start of term and parents are invoiced at the start of each half term.
* Invoices are required to be settled by the end of the first week of term and are not dependent on the transition for each individual child
* Staff to child ratio’s are set at the beginning of each term
* Current children eligible for the Early Education Funding at the start of a pre-school year will be given the choice of how they would like to claim their 15 hours – subject to availability and will be informed that if they go over their entitlement they will be charged for the extra hours at the current rate.
* The current privacy notice – Data Protection Act 1998 letter will be given to parents to keep for their records
* Parents will be made aware at the outset of claiming funding that their children MUST attend for the hours that they have claimed – attendance is not optional. Sickness or holiday absences are acceptable but if a child does not attend regularly for the hours claimed by Bucks County Council may reclaim monies paid to Jack & Jill and the full amount denied will be invoiced to the parent for payment
* Changes to funded hours cannot be made mid-term. This must be settled at the beginning of each full term

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| This Policy was adopted on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date to be reviewed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |