

Burpham Preschool - Admissions Policy

1. Policy Statement:

At Burpham Preschool we are committed to providing a welcoming and inclusive environment and meeting the care, learning and developmental needs of all children.

We take children from two years old and accept all forms of Government funding including Tax Free Childcare. Admissions and sessions will be allocated with consideration of available spaces per day and to maintain statutory and appropriate staffing ratios to ensure the wellbeing of all children who attend our preschool.

For the purpose of this policy where we say 'parent' or 'parent's' we mean 'parents, carers or legal guardians'.

2. Registration Capacity:

In line with our Ofsted registration, we will have a maximum of 28 children per day.

3. Opening Times and Session Times:

Burpham Preschool is open five (5) days per week.

Our session times are **9am-1pm**, or **9am-3pm** (subject to availability).

However, we offer a **12pm finish time one day per week *only*** for parents who wish to use their 15 hours 3–4-year-old universal funding entitlement over 2 ½ or 4 days without taking the option to extend their 3rd or 4th day.

***Please see *3 & **4 in the Self-Payment table below for options for extending the 15 hours for an additional 1pm or 3pm finish.**

4. Applying for a place in our preschool.

Parents are invited to come for a visit to our preschool with their child to have a look around and meet the team and to chat with us about enrolling their child. We'll either give parents a paper copy of our Registration and Session Request forms, or we can send them out a by email if they'd prefer to fill them out electronically.

Our Registration and Session Request forms are also available through the link on our website.

Before a child will be offered a place in our preschool, all children must come for a visit to the preschool with a parent, not another relative or childminder.

Parents wishing to apply for a place for their child at Burpham Preschool will be asked to complete our Registration and Session Request forms and return them to the preschool Admin Manager or the Preschool Manager.

When we've received both the Registration and Session Request forms, we will send you a copy of our Preschool Admissions form to get some more detailed information about your child and family before planning some 'settling in' sessions for your child to start here with us in our preschool.

All offers of places and sessions will be made taking into account session availability and our requirement to meet statutory child:staff ratios.

❖ **Please note:**

To help children settle into preschool and form a secure, trusting and positive rapport with the staff and other children, **children must attend for a minimum number of three sessions per week.**

5. Funded entitlements and Self Payment options.

We offer places for all streams of government Early Years funding including Tax-Free Childcare scheme.

Parents can use their funded entitlements for 'morning' sessions, full days or a combination of mornings and full days.

6. Self-Payment Sessions.

Parents not eligible for any government funding can pay for their children's preschool sessions, or to extend their children's hours at preschool beyond any funded hours they're eligible for.

This can include extended or additional sessions for two-year-olds eligible for FEET or Working Parent Entitlement and extended or additional sessions for three- and four-year-olds beyond their 15 hours Universal Entitlement.

Our current self-payment session times and rates are:

Self-payment session Times & Rates	2 Years	3-4 Years
1: 9am–1pm (total 4 hrs)	£36.00	£32.00
2: 9am - 3pm (total 6 hrs)	£54.00	£48.00
*3: 12pm - 1pm 1 x additional hour to extend 15 hours to 16 hours to have 4 x 9am - 1pm sessions) *NOT available as a standalone session*	£9.00	£8.00
**4: 12pm - 3pm 3 additional hours to extend 15 hours to 18 hours to have 3 x 9am - 3pm sessions) NOT available as a standalone session*	£27.00	£24.00

Self-payment sessions will be invoiced through our 'eyworks' online admin management system and are to be paid within two weeks of receipt.

Payment for self-payment and additional sessions can be made through bank transfer or using our 'touch and go' card machine.

Additional Information

- ❖ Once children have started at our preschool, we will not make refunds for absences such as holidays or sickness, or conditions outside of the preschool's control, such as transport issues or the weather.
- ❖ Swapping sessions/days and 'ad hoc' additional sessions can be requested and will be permitted at the managers discretion. Availability for swapping sessions/days and 'ad hoc' additional sessions will be based on numbers already booked to be attending for the sessions requested and our need to maintain statutory and appropriate staffing ratios to ensure the wellbeing of all children who attend our preschool.
- ❖ All additional sessions will need to be paid for at the current session rate.
- ❖ If giving notice to leave the preschool, parents paying for sessions by self-payment are liable for the cost of the sessions until the end of the half term in which their child leaves our preschool as they will be invoiced in advance for each half term.