



Heatherside Pre-school

Admissions Policy

It is our intention to make Heatherside Pre-school genuinely accessible to children and families from all sections of the local community also, to operate in conjunction with our Equal Opportunity Policy and to ensure that it is applied in a fair and unbiased manner. To accomplish this, we will:

- Ensure that the existence of the pre-school is widely known in all local communities. We will place notices advertising the pre-school in places where all sections of the community can see them, in more than one language if appropriate.
- Keep a place vacant if this is financially viable, to accommodate emergency admissions. In addition, we will keep a space vacant for non-emergency admissions to maintain correct ratios. However, if a place is held open for any other reason there would be a charge* if this place could be filled. (*This charge should cover the fees for that period up until the child starts).
- Describe Heatherside Pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers and other carers, including child minders, people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our equal opportunities policy well known.
- Consult with families about the opening times of the Pre-school to avoid excluding anyone.
- Be flexible about attendance patterns to accommodate the needs of individual children and families.
- Arrange our waiting list in order of date of contact from the parent/guardian. The names are then placed into yearly groups depending on their date of birth. Places are then offered to children who are at least 2 years and 6 months (FEET children may be considered at an earlier age depending on our enrolment and ratios). There is a staggered entry system, which operates between September and January of each school year. We only allow one-third of our children to be under 3 at any one session.

- We offer both morning, afternoon (subject to availability) and full day sessions. Morning sessions run from Monday to Friday from 8.50 - 11.50. Afternoon sessions are offered on a Wednesday and Friday from 13.00 – 16.00. Full days offered on a Wednesday and Friday from 8.50 -16.00, with time given for the children to have their packed lunch. If children are staying at Pre-school for the full day, they will need to bring in a packed lunch, in line with our Health and Safety Policy and our Healthy Eating Policy.

Our policy asks that children attend for a minimum of two sessions per week, Tues and Thursday or Wed and Friday (we can be flexible on this depending on our availability and the needs of the family or child. This is at the discretion of the manager and Chairperson) This is to ensure that children benefit from continuity and stability in their learning environments. As a child gets older, they may attend extra sessions, either taking up their Universal 15 hours or, adding extra hours to total a maximum of 26 hours.

- Pre-school welcomes Early Years Free Entitlement funding, Workplace voucher schemes, both the universal 15 hours and the extended 15 as well as FEET funded children.
- A 3-hour session will cost £21.45, and a full day will cost £42.90 (plus lunch club charge). Funded children will not be charged; however, their funding will only cover 6 hours of a full day and there will be a charge for the 7th hour of a full day provision.
- For children with up to 30 hours free entitlement will be offered 26 hours free entitlement at Heatherside Pre-school. We work with child minders and other settings to ensure you can use your full entitlement.

(Please be aware that lunch-time hour is included if your child is attending a full day session, however if you are adding lunch club onto a morning session then this is not included in funded hours) * **See grid below**

- A fee invoice stating the amount owed and our bank details will be sent via email to parents during the last week of half term. Payments are expected to be made within 7 days of the date of invoice. Fees are to be paid directly into the pre-school bank account and a receipt for fees paid will be given once monies have been received. Fees for the first half term that your child starts, must be paid within 14 days of your child's start date. If your child's start date is within 14 days of starting Fees are payable by the parents/guardians, individually/and or jointly, who have signed and returned the terms and conditions and registration form. Fees are reviewed annually and are subject to change.

All fees are payable in advance for all sessions booked. No refunds will be made if your child is absent from Pre-school, even if the absence is due to illness, holidays or other such reasons. On occasion there may be circumstances beyond our control (for instance

weather conditions, flooding, medical emergencies, or pandemics) that means the decision must be taken to close the Pre-school. If the Pre-school is obliged on these occasions to pay the staff, then the Pre-school reserves the right to charge for any session which your child would have attended.

- You are required to inform the Pre-school as early as possible if you are going to be late collecting your child; this is to ensure that sufficient staff cover can be arranged.

We are open for 38 weeks of the year, term time only.

AM sessions

Mon	8.50 – 11.50	3 hours £21.45/funded	11.50 – 12.50 Lunch club	1 hour £7.15
Tues	8.50 – 11.50	3 hours £21.45/funded	11.50 – 12.50 Lunch club	1 hour £7.15
Thurs	8.50 – 11.50	3 hours £21.45/funded	11.50 – 12.50 Lunch club	1 hour £7.15
Wed	8.50 – 11.50	3 hours £21.45/funded	11.50 – 12.50 Lunch club	1 hour £7.15
Fri	8.50 – 11.50	3 hours £21.45/funded	11.50 – 12.50 Lunch club	1 hour £7.15

PM Sessions

Wed	13.00 – 16.00	3 hours £21.45/funded
Fri	13.00 – 16.00	3 hours £21.45/funded

ALL DAY Sessions

Wed	8.50 – 15.00	6 hours £42.90/funded	15.00 - 16.00 £7.15
Fri	8.50 – 15.00	6 hours £42.90/funded	15.00 - 16.00 £7.15

Admissions Policy

Reviewed & re-agreed at AGM held 29th September 2020 Chair Jo Griffin

Reviewed & re-agreed at AGM held 08th October 2021 Chair Alex Constantine

Reviewed & re-agreed at AGM held 07th October 2022 Chair Alex Constantine

Reviewed & re-agreed at AGM held 20th October 2023 Chair Alex Constantine