

ADMISSIONS POLICY.

See also Aims and Objectives, Equality and Diversity, Fee Payment, Special Educational Needs, Settling In, Rules and Regulations policies

[Safeguarding and Welfare Requirement: Information and Records](#)

[Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.](#)

Box Pre School Playgroup is a Preschool for 2, 3 and 4 year olds only. It runs during term time (8.30am - 3pm). We can signpost you to other childcare providers for before and after preschool childcare and for holiday childcare.

Policy statement

At Box Pre-School Playgroup it is our intention to make our setting 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 setting through open, fair and clearly communicated procedures. For further information please see the Equality Policy and Diversity policy. We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.

- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list on a first-come-first-served basis.
- The Pre-School will try to be as flexible as possible with requests for hours/sessions.
- At the start of the spring term, parents of existing children receive a email asking them to confirm which hours they will require the following September. This enables the Pre-School to complete the allocation procedure for the following academic year during the Summer Term.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender,

family structure, class, background, religion, ethnicity or competence in spoken English.

- We will support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Equality and Diversity Policy.

Funding for Two Year Olds (see fee payment and early years funding policy)

Funding is available for eligible children from the funding period after they are two. More information is available from the Childcare Choices website.

<https://www.childcarechoices.gov.uk>

Funding for three and four year Olds

Funding is available from the Funding Period after their 3rd birthday, entitling the child to 15 free hours of childcare a week. Funding hours can be used amongst other playgroups, child minders and nurseries up to the maximum available per funding period.

Parents may also be eligible for the extended 30 hours funding. If so you must apply through the Childcare Choices website and obtain a code which must be given to playgroup. Codes must be obtained by the deadline stated. More information regarding free entitlement funding, tax credits, universal credit can be found on the Child Care Choices website

<https://www.childcarechoices.gov.uk>

Your child may be attending more than one setting, and the grant can be spread over the two settings.

If the Pre-School is oversubscribed, we reserve the right to offer less than 15 or 30 hours, to ensure that all eligible children benefit, albeit with reduced sessions. A secondary waiting list is set up for existing Pre-School children wanting extra hours so that if some hours become available they can be allocated them. Priority will be given to three and four year olds and children transitioning to reception, followed by younger age groups.

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