**Buttsbury Pre-school**

**Admissions procedure**

**Policy statement**

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 open, fair, and clearly communicated procedures.

**Procedures**

1. The pre-school runs one waiting list per September intake, however, this list is then split in two according to birth date for children born between 1 September - 28 February and 1 March – 31 August.
2. When a parent/carer contacts the pre-school via telephone, email, personal visit or application form on the website, their child’s name will be placed on the waiting list under the appropriate intake (please note we are unable to register unborn children on our waiting list). Our Admissions Officer will then email or write to you (if you do not have an email address) to confirm your child is on our waiting list. Please see below for details regarding our cancellation list.

If you do not receive confirmation of your child’s place on our waiting list within two weeks of registering your child (term time only), please contact us again to request this confirmation.

1. In January/February of the year your child is due to start pre-school for a two-year placement, spaces will be offered to those children on each of our lists according to the number of spaces available for that intake. Our Admissions Officer will send you an email confirming your place and asking you to return a completed waiting list registration form, along with a £50.00 registration fee/deposit to secure your place. The registration form will ask you to state your preferred sessions, a minimum of two – one must be an afternoon (we will do our best to try and accommodate your preferences, but this is not always possible). If you are seeking an unfunded place, the registration fee includes a t-shirt and an art bag for when your child starts pre-school. If you are seeking a funded place through Working Parent Entitlement, the £50.00 deposit does NOT include a t-shirt and art bag but you can purchase, should you wish. The deposit will be refunded to your Autumn term invoice once your child starts with us. **NOTE:** Should your child not take up their space with us, the registration fee/deposit is non-refundable.
2. If we haven’t heard from you after 5 working days since the date of our email, we will offer your place to a child further down the waiting list. If you are likely to be non-contactable, i.e. holiday during January/February, please inform the pre-school as soon as possible so we can make a note against your application on our records.

Once parents/carers from each of our available spaces in that year’s intake have been contacted, we will ascertain how many places have been filled. If there are still places available, we will email the next parent/carer on our waiting list and offer these spaces until all available places have been allocated.

1. It is compulsory for each new child to attend our New Starter Induction Day (you will be allocated a 45 minute appointment) or if unavailable on this day, a visit before starting pre-school. The Induction Day/visit is an opportunity for the parent/carer to ask questions of the pre-school staff and to see what goes on during a typical session. It is also an opportunity for your child to meet pre-school staff and to familiarise themselves with the surroundings, while still secure that the parent/carer is in attendance.

Should you be unable to attend the Induction Day and fail to book and attend a visit at the pre-school before your child’s start date, this will result in us contacting you by telephone on two occasions to book a visit. Should the parent/carer not return our two chasing telephone calls within 2 working days of each telephone call, your child’s space will be offered to the next child on our waiting list for that intake.

1. Confirmation of your allocated sessions will be sent out via email, at the end of the Spring Term before your child starts with us.
2. A new joiner pack will be sent out to all parents during the Spring term before your child starts with us. This will include the name of your child’s keyperson, start date and all information relevant to admission. If applicable, an art bag and pre-school t-shirt will be given out when you come for your visit (see clause 5 above).
3. Start dates and times are staggered according to age during the beginning of the September term to allow for special attention to be given to each new child. There will be no more than 4 new children admitted on any one session. Of these children, your keyperson will be assigned solely to the settling in of your child on their first session.

**Cancellation list**

If your child does not secure a place in their intake period because all spaces have been allocated, your child will remain on our list and you may be contacted at a later date, should we be notified of a cancellation of another child’s place.

**Additional sessions once your child has started**

We do run a waiting list for individual sessions and will try to fulfil your requests for additional/swap of sessions where possible. To remain sustainable, priority is given to parents who take on additional sessions over those who wish to swap sessions. Please speak to our Admissions Officer for further information.

**Siblings and their registration**

Please note it is the responsibility of the parent/carer, not the pre-school staff, to register any siblings on the pre-school waiting list. Also, having a sibling attending Buttsbury Primary School does not affect your position on our waiting list, neither does having a sibling currently attending the pre-school.

**Fee costs** – Buttsbury Pre-school’s fees are structured as follows:

* Fees applicable for unfunded children, currently £27.00 per session
* Fees applicable for FEEE children (2 year old working families, 3-4 year old – universal and extended hours), zero cost for funded hours
* Voluntary ‘consumables’ contribution for FEEE children – see below
* Additional sessions requested after the term has started will be charged at a private rate per session, whether funded or not, currently £9.00 per hour/£27.00 per session
* Lunch club charge for care (you provide your child’s food) – unfunded children or where you have exceeded your funded entitlement, currently £6.00 per lunch
* Riser children – Compulsory £45.00 for the whole school year (38 weeks) to pay for additional Riser activities such as football/dancing/gym/interactive story sessions, Mother/Father’s Day gifts, parties, leaving gift etc.

From **September 2025**, eligible working parents of children under the age of 5 years will be entitled to 30 hours of funded childcare a week.

As a Pre-school, we offer funded places in all our sessions, 38 weeks per year, Monday to Friday between:

**Morning - 8.30am – 11.30am**

**Afternoon - 12.00pm – 3.00pm**

**All day – 8.30am – 2.30pm/3.00pm (depending on your 15 or 30 hour entitlement)**

Any hours exceeding your entitlement will be charged at our private session rate (these are not a condition of accessing your FEEE sessions).

**NOTE: Bank Holiday Monday** – you will not receive your funded entitlement on these days as the pre-school is closed.

Eligible families of 2, 3 and 4 year old children will receive their child’s funding entitlement at zero cost but will be asked for a ‘consumables’ contribution of £1.25 per hour (£3.75 per session) over the number of weeks in the term. For example, if your child attends 2 sessions per week, you will be asked to contribute £7.50 per week for 13 weeks. Any hours exceeding your funded entitlement will be charged at our private rate, currently £9.00 per hour (£27.00 per session).

**Eligibility for Working Parent entitlements**

A child is entitled to funded early years provision if the child has attained the relevant age, is under compulsory school age, and the child’s parent(s) meets the eligibility criteria set out at the following website <https://www.childcarechoices.gov.uk/>

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| This policy was adopted at a meeting of | Buttsbury Pre-school | name of setting |
| Held on |  | (date) |
| Date to be reviewed |  | (date) |
| Signed on behalf of the management committee |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair/owner) | Chairperson | |