

## 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.



## Admissions Policy

**Statement of intent:** It is our intention to make our setting accessible to children and families from all sections of the local community and that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

**Aim:** We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

**Procedures:** In order to achieve this aim, we operate the following admissions policy.

We ensure that information about our setting is accessible to all sections of the community, in written (brochure), electronic ([www.croftonearlylearners.co.uk](http://www.croftonearlylearners.co.uk)) and spoken form. Where necessary we will try to accommodate the needs of each individual (ie through signing or an interpreter).

The setting is committed to the way in which it treats each child and their family, having utmost regard to their needs arising from gender, special educational needs, disabilities, social background, religion, ethnicity or where English may be a newly acquired additional language. Our setting and its practices aim to allow children and/or parents with disabilities to take part in the daily routine of the preschool. Our ethos is Christian-based. We are socially and ethnically diverse in our day-to-day running of the preschool. Our Valuing Diversity and Promoting Inclusion and Equality policy is readily available.

### Admission

- We have 32 available places per session in the autumn term and 35 places available in the spring and summer term. Children may attend for two (2 sessions to be taken across 2 separate days) to ten sessions per week. The waiting list for places is arranged in order of the date of application. The waiting list is divided into terms with children placed according to the date on which they reach the age of two and a half years.
- Most children are admitted at the start of the academic year, in September. Places will be offered to children on the waiting list who have reached the age of two and a half years by 1 September. Once the register has been filled, the Leader will inform all remaining parents on the waiting list if their children have not been allocated a place. Parents may opt to resubmit their child's application for the following September. If this option is taken up, the application will be retained on the waiting list, in order of the date of the original application, for possible admission the following year.
- A small number of children are admitted in January. Where this is the case, places will be offered to children on the waiting list who have reached the age of two and a half years by 1 January. Once the register has been filled, the Leader will inform all remaining parents on the waiting list if their children have not been allocated a place. Parents may opt to resubmit their child's application for the following September. If this option is taken up, the application will be retained on the waiting list, in order of the date of the original application, for possible admission later in the year.
- If additional places become available mid-year, the vacant sessions will initially be offered to children already on the register. If vacancies still remain, places will be offered to children on the waiting list who have reached the age of two and a half at the start of that term.
- Children with a sibling who will still be attending the pre-school at the point of admission will be placed at the top of the waiting list for the appropriate term, followed by children of members of Crofton Baptist Church.
- The offer of a place can be secured by a refundable deposit of £75 (provided a place is taken up), or which will be deducted from the fees once the child has started at the pre-school. If the place is not accepted at the time of offering, the child's name will be removed from the waiting list and their applications will be destroyed.
- If, having offered places to all those on the waiting list, there are still vacancies, the Leader has the discretion to vary the usual terms of admission in order to secure a full register.

Prior to a child attending this setting, parents must:

- give a copy of the child's birth certificate,
- complete and sign a Parent Contract – stating the hours your child attends (this includes attendance at any additional settings). This is an agreement to allow us to claim the government funded place.
- sign our terms and conditions in our Registration Form. These forms provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

**Providing government funded places** – 2 year old funding, universal 15 hours and extended entitlement (30 hours)  
 All funded sessions are in line with the Government's Statutory Guidance and Local Authority requirements. When you register your child for their funded place we will discuss your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes. We will try to accommodate hours needed or if changes to hours are needed but this should be booked in advance.

**Crofton Early Learners Preschool Free Offer & charges for additional time and/or consumables**

All settings registered to accept government funding must have a free offer for 2, 3 and 4 year olds  
 Crofton Early Learners' Offer is:

<b>Funded Places for 2, 3 &amp; 4 year old funding</b>			
	<b>2 year old funding</b>	<b>3 &amp; 4 Univ 15 hours</b>	<b>30 hours</b>
<b>Free Offer – available Monday to Friday &amp; 36 weeks of the year</b>	9am –12pm/1pm– 4pm  Any 5 mornings or afternoons.  2 whole days and one morning with the additional payments of lunch time sessions.  2 year olds who do not attract funding, each session is charged at £18  Alternatively, your child can leave after the morning session at 12pm and return for the afternoon session at 1pm.	9am–12pm/1pm – 4pm  Any 5 mornings or afternoons.  2 whole days and one morning with the additional payment of lunch time sessions.  Alternatively, your child can leave after the morning session at 12pm and return for the afternoon session at 1pm.	9am – 4pm  Between 12pm-1pm your child can stay for lunch time club <b>at a cost of £6.</b>  Alternatively, your child can leave after the morning session at 12pm and return for the afternoon session at 1pm.
<b>Charges</b>			
<b>Consumables such as morning snack</b>	No charge	No charge	No charge
<b>Lunch club</b>	£6.00		
<b>Standard Day Rate</b>	9am – 4pm = £42.00		

**Children with known Special Educational Needs and Disabilities (SEND)**

We accept children with known SEND where we can make reasonable adjustments to staff ratios, policies and physical features which put disabled children at a disadvantage compared with non-disabled children and can do all that is reasonable in all the circumstances for the purposes of safeguarding or promoting the welfare of the child within finances made available to the setting.

**Extra days**

- Extra days will be offered to children attending for a second academic year.

**Settling in**

- When possible, prior to admission each child will be offered one session in the preceding term, accompanied by one parent or carer, to familiarise them with the routine of the preschool and ease their transition into the group.
- When necessary a parent or carer may support their child over a small number of sessions as agreed with the leader in order for their child to settle.

### **Fees, charges and Free Early Education funding**

- Fees and charges are determined by the Trustees and are payable half termly, in the first week of each half term.
- Free Early Education funding (FEE) is available to all children from the start of the term following the term in which the child has its third birthday. FEE covers only three hours each session (from 9.00 to 12.00 or 13.00-16.00). 30 hours free childcare is also available, to those parents who meet the criteria (<https://www.gov.uk/30-hours-free-childcare>) and have a code. This is dependent upon parents signing in every 3 months and confirm your details are up to date.
- Crofton Early Learners accepts Tax Free Childcare for those eligible (<https://www.gov.uk/tax-free-childcare>).
- If a child is attending another setting, the funding may be spread across both and is dependent upon the parents sharing copies of the contract with the alternate setting. If this is not provided at the point of signing for the funding set up an administrative charge of £50 may be incurred. Full fees will be payable for any sessions not covered by the funding.
- CEL fees are non-refundable.
- FEE cannot be claimed for planned absence exceeding three weeks in any term. If the parent/carer wishes to retain the place, full fees will be payable for any planned absence in excess of three weeks.
- The Local Authority will be informed of the circumstances surrounding any child who has unplanned absence exceeding three weeks in any term and the Local Authority will decide whether FEE funding can be claimed for the absence. The parent/carer will need to pay the full fees for any absence in excess of the three weeks in order to retain the place.

This policy was adopted by

CEL TRUSTEES

On

---

10 February 2023

Date to be reviewed

---

January 2025

---