



**The Guide and Scout Centre,  
Coates Lane, Downley.  
Bucks, HP13 5UX  
Tel 01494 521953 (8.00am – 3.30pm)  
[www.thewoodlandpreschool.co.uk](http://www.thewoodlandpreschool.co.uk)**

## Policy on Admissions

### Introduction

It is the intention of the Woodland Pre-School to make the setting as accessible as possible to children and families from all sections of the local community and surrounding areas.

Woodland's aim is to ensure the existence of the pre-school is widely known in the local community. We may place notices advertising the pre-school where all sections of the community can see them. Our website will include information which describes our setting and its practices in terms of how it treats each child and their family. This takes into account any needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity, family structure or from English being a newly acquired additional language. Our Equality of Opportunity Policy is always available to anyone who wishes to see it. We will do our best to communicate in a language appropriate to any parent wishing to visit or enrol a child with our pre-school.

### Opening Hours

Woodlands is open Monday to Friday, term time only, for 38 weeks a year as follows:

Monday	8.00 – 9.00	Breakfast Club
	9.00 – 12.00	Morning session
	12.00 – 12.30	Lunch Club
	12.30 – 15.30	Afternoon session
Tuesday	8.00 – 9.00	Breakfast Club
	9.00 – 12.00	Morning session
	12.00 – 12.30	Lunch Club
	12.30 – 15.30	Afternoon session
Wednesday	8.00 – 9.00	Breakfast Club
	9.00 – 12.00	Morning session
	12.00 – 12.30	Lunch Club
	12.30 – 15.30	Afternoon session
Thursday	8.00 – 9.00	Breakfast Club
	9.00 – 12.00	Morning session
	12.00 – 12.30	Lunch Club
	12.30 – 15.30	Afternoon session
Friday	8.00 – 9.00	Breakfast Club
	9.00 – 12.00	Morning session
	12.30 – 14.30	Afternoon session

Children can be collected at 12.00, 12.30, 14.30 or 15.30 as agreed at the start of each term.

## **2 Year Old Children**

Children who are in receipt of 2 year old funding are entitled to up to 15 hours which can be used for morning and afternoon sessions. At The Woodland Preschool we are able to take children from 2 years old. For children who are 2 years old they will only be offered morning sessions until they turn 2 ½ years old.

The charge for non-funded hours for 2 year old children is £7.00 per hour (increasing to £7.50 per hour from April 2024).

Breakfast and lunch clubs cannot be included in any funded entitlement.

The ratio for 2 year olds is 1:4 so we ensure we are adequately staffed to accommodate this.

Children will be eligible for 3 year old funding in the term following their 3<sup>rd</sup> birthday.

## **3 and 4 Year Old Children**

All children are eligible for 15 hours Funded Universal Entitlement. Where children use more than their 15 hour entitlement with Woodlands or across 2 providers, the charge is £6.50 per hour.

Some children are eligible for 30 hours Funded Extended Entitlement where family circumstances meet the criteria. It is up to individual families to ascertain their entitlement.

Breakfast and lunch clubs cannot be included in any funded entitlement.

When a child who is eligible for 30 hours funded entitlement attends 2 providers the parent is asked to nominate the Universal and Extended provider. The parent must keep both settings informed of any changes to the hours

### **Breakfast Club**

This operates between 8am – 9am at a charge of £8.00 per day. It will run every day where viable i.e. there are sufficient numbers of children and until capacity is reached, breakfast will be provided.

### **Lunch Club**

This operates between 12 – 12.30pm at a charge of £3.50 per day. Parents/carers must provide a healthy packed lunch in a named lunch box at the start of the day. Lunch clubs must be booked in advance for the term until capacity is reached.

### **Criteria for allocation of the Funded Entitlement (FE)**

We will

- Acknowledge every application
- Arrange our waiting list on a first come, first served basis upon receipt of a completed application form and refundable deposit of £20

- Reserve the right to prioritise an application in exceptional circumstances at the discretion of the Trustees in consultation with the Lead Practitioners
- Admit children into Woodlands at either the start of the term or at half term after they reach 2 years of age. Appropriate fees will be payable unless the child is in receipt of 2 year old funding. Fees for non-funded children will be at the appropriate rate.
- Acknowledge that, the term following their 3<sup>rd</sup> birthday, all children are entitled to 15 hours of universal pre-school education per week, known as the FE, and some children are eligible for the extended entitlement of an additional 15 hours.
- Offer funded sessions in Woodlands to those children who are eligible for entry that term until capacity is reached and enter into a parent/provider agreement with every parent
- Be flexible about attendance patterns to accommodate the needs of individual children and families where possible, following the guidelines from The Bucks Council Guidance on Local Management of the Free Entitlement for 2, 3 and 4 year olds.
- Offer a place for eligible children for a minimum of 6 hours per week. Parental surveys have shown that many parents wish to stagger their take up of the FE over several terms and we endeavour to meet these requests.
- Operate a staggered settling in period where appropriate, in consultation with each individual family, with the aim of the child attending their full hours by the 3<sup>rd</sup> week. This is in line with Bucks Council accepted practice.
- Acknowledge that the FE is free at the point of access - there are no costs or conditions attached to the offer
- Respect parents' choices regarding claiming government funding or paying privately for sessions via the use of PPA-U and PPA-E forms e.g. where a child attends providers for more than their funded entitlement
- Follow the Bucks Council guidelines regarding funding if a child moves setting mid term
- Signpost parents to the Family Information Service ([familyinfo@buckscc.gov.uk](mailto:familyinfo@buckscc.gov.uk)) for details of other local providers if a parent requires more hours than we are able to offer
- Consult with enrolled families regarding provision of hours to ensure we meet local needs

### Starting dates

Eligibility for the Universal Funded Entitlement is in accordance with the Department for Education (DFE) guidelines as follows:

*Birthdays between 1<sup>st</sup> September - 31<sup>st</sup> December: January start*

*Birthdays between 1<sup>st</sup> January – 31<sup>st</sup> March: April: Easter start*

*Birthdays between 1<sup>st</sup> April – 31<sup>st</sup> August: September start*

### Absences

All extended absences, e.g. holidays or family visits, must be covered, in advance, by a letter or email detailing reasons for and dates of absence. Failure to provide a letter may affect the child's funding and where funding is withdrawn by Bucks Council the parent will be required to pay equivalent fees. Short term absence, e.g. sickness, must be covered with a phone call or email to Woodlands on each day of absence or first day for longer illness eg chickenpox. If no phone call or email is received a parent will be contacted for an explanation of the absence.

### **Notice Period**

Parents wishing to withdraw their child from Woodlands must give notice of at least half a term as funding can only be transferred to a new setting at the start of a term or half term. There will be no refunds on fees already paid.

### **Additional Information**

Where parents pay fees for their child's hours beyond their Funded Entitlement, it should be noted that no reductions or refunds are available for sickness or holidays during term time. Invoices are sent out at the start of each term and fees are due for payment by the last day of each half term. If any fees are outstanding by the last day of the half term a £50 late payment fee will be charged (unless alternative payment arrangements have been agreed in advance). Payment can be made by bank transfer, card payment, childcare vouchers, tax free childcare, cash or cheques (payable to The Woodland Pre-School). Individual payment arrangements can be discussed. The Woodland Pre-school reserve the right to increase the fees charged. As much notice as possible will be given.

This policy (Admissions) has been adopted by the Woodland Pre-School

On (date) February 2024 \_\_\_\_\_

To be reviewed on (date) February 2025 \_\_\_\_\_