THE WOODLAND PRE-SCHOOL

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

Policy on Admissions

Introduction

As an Ofsted registered early years provider, we are legally bound to meet the requirements of the Ofsted regulations and the Early Years Foundation Stage Framework published by the Department for Education

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.

Woodlands aims 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 an 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	8.30 – 9.00	Breakfast Club
	9.00 – 9.30	Tiny Trees Club
	9.30 – 12.30	Morning session
	12.30 – 15.30	Afternoon session
Tuesday	8.30 – 9.00	Breakfast Club
	9.00 – 9.30	Tiny Trees Club
	9.30 – 12.30	Morning session
	12.30 – 15.30	Afternoon session
Wednesday	8.30 – 9.00	Breakfast Club
	9.00 – 9.30	Tiny Trees Club
	9.30 – 12.30	Morning session
	12.30 – 15.30	Afternoon session
Thursday	8.30 – 9.00	Breakfast Club
	9.00 – 9.30	Tiny Trees Club
	9.30 – 12.30	Morning session
	12.30 – 15.30	Afternoon session
Friday	8.30 – 9.00	Breakfast Club
	9.00 – 9.30	Tiny Trees Club
	9.30 – 12.30	Morning session
	12.30 – 2.30	Afternoon session

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

Funding Streams

At The Woodland Preschool we offer the following funding streams:

- Disadvantaged 2-year-olds (parents who receive some additional government support)
- Universal entitlement for all 3-&4-year olds
- Eligible Working Parent entitlement for 2YO
- Eligible Working Parent entitlement for 3 & 4YO

2 Year Old Children

At The Woodland Preschool we are able to take children who are 2 years old before the start date of the term. We have three intakes per year, one in September, one in January and one in April. Start dates that are not at the beginning of a term may be arranged at the discretion of the management. Children who are 2 years old will only be offered morning sessions until they turn 2 ½. Children who are in receipt of disadvantaged 2 year old funding are entitled to up to 15 hours or Eligible Working Parent Entitlement for 2 year olds are entitled to up to 30 hours which can be used for morning and afternoon sessions (for children over 2 ½). Afternoon sessions can only be taken with a morning session.

Our stand alone offer for 2 year olds in receipt of 15 hours funding is five mornings a week from 9.30am to 12.30 noon.

Our stand along offer for 2 ½ year olds in receipt of 30 hours funding is 5 days a week from 9.30am to 3.30pm Monday to Thursday and 9.30pm to 2.30pm Friday (29 hours in total).

The charge for non-funded hours for 2 year old children is £8.25 per hour.

Breakfast and Tiny Trees clubs cannot be included in any funded entitlement.

Our staff to child 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 3rd 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 £7.00 per hour.

Our stand alone offer for 3 and 4 year olds entitled to 15 hours funding is five mornings a week from 9.30am to 12.30 noon.

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. At The Woodland Preschool we currently offer 29 hours of Funded Entitlement rather than 30 hours.

Our stand along offer for 3 and 4 year olds in receipt of 30 hours funding is 5 days a week from 9.30am to 3.30pm Monday to Thursday and 9.30pm to 2.30pm Friday (29 hours in total).

The charge for non-funded hours for 3 and 4 year old children is £7.00 per hour.

Breakfast and Tiny Trees clubs cannot be included in any funded entitlement.

Our staff to child ratio for 3 and 4 year olds is 1:6 so we ensure we are adequately staffed to accommodate this.

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

Eligible Working Families

- Eligible working parent funding can be applied for on www.beststartinlife.gov.uk
- It is eligible parents' responsibility to apply for the eligibility code before the fixed deadlines of 31st March, 31st August and 31st December and to reconfirm their codes every three months.
- Families remain eligible at a current setting if they fall into their grace period but cannot start with a new setting until their code has been reconfirmed and prior to the cut-off date
- New or lapsed codes will show as eligible once confirmed but cannot be claimed for until the next cut-off date. E.g. A new code confirmed on 2nd January may show the child as eligible, but it has missed the cut-off date of 31st December and cannot be used until the summer term.
- Codes can only be used for the term after a child becomes eligible and cannot be used once the child has started at reception in school.

Please note: A new child on a claim form will not be funded if their code is in the grace period even if it is BEFORE the term starts. This is still applicable even if the child was attending the setting prior to eligibility.

2 Year funding for parents in receipt of certain benefits

Eligibility is applied for with Bucks Family Information Service (BFIS) and the code verified by Early Years. This code does not need to be checked again and remains valid until the term after the child turns three where they will qualify for three-year-funding.

Breakfast Club

This operates between 8.30am – 9am at a charge of £5.00 per day for two year olds and £4.50 per day for 3 and 4 year olds (breakfast will be provided). It will run every day where viable i.e. there are sufficient numbers of children and until capacity is reached. Breakfast club can not be included in the funded entitlement.

Tiny Trees Club

This operates between 9.00am and 9.30am at a charge of £4.50 per day for two year olds and £4.00 per day for 3 and 4 year olds. Children will do a variety of different activities during Tiny Trees club which change daily. Tiny Trees club can not be included in the funded entitlement.

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 3rd 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 3rd 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) 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 1st September - 31st December: January start

Birthdays between 1st January – 31st March: April: Easter start

Birthdays between 1st April – 31st 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 half term and fees must be paid by the last day of each half term.

Any outstanding fees after this incur a £50 late payment fee (unless alternative payment arrangements have been agreed in advance) which will be added to the outstanding fee.

We reserve the right to cancel any extra hours including breakfast and Tiny Trees clubs until outstanding invoices have been paid in full or an individual payment plan has been arranged.

If fees have still not been paid within an additional 2 weeks (4 weeks in total) (unless explicitly discussed and a payment plan has been put in place) or fees have regularly been paid late, it could result in the termination of the child's place at Woodlands.

Payment of additional hours 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) September 2025_____

To be reviewed on (date) September 2026_____