

Admissions Policy Pre-school Admissions



‘All children deserve the care and support they need to have the best start in life. Children learn and develop at a faster rate from birth to five years old than at any other time in their lives, so their experiences in early years have a major impact on their future life chances’ (EYFS January 2024)

At Birchwood Pre-school we believe that all young children should have an equal opportunity to access high quality early years education. through open, fair and clearly communicated procedures.

Early Years Entitlement Funding (EYEF) and 2Help funding

From the term after their 3rd birthday, all 3 and 4 year olds are entitled to a claim universal funding which means they can claim 15 hours of funded early education per week over no fewer than 38 weeks of the year. Working families are able to claim up-to 30 hours of funded early education per week over no fewer than 38 weeks per year. We are also able to accept children who qualify for 15 hours of 2help funding (From April 2024 working parents of 2year old children are able to claim up-to 15hours of funded early years education)

We expect to admit children who are only attending for bought hours and some that only attend for funded hours. Some families may also choose to pay for extra sessions on top of their funded sessions

Admissions

Our Pre-School admits:

- Funded 2 year olds as part of 2Help from the start of the term following their second birthday.
- Unfunded 2 year olds from the date of their second birthday.
- Funded three and four year olds from the start of term following their third

Patterns of Attendance

Funding only accepted for sessions highlighted in Red – all other sessions are charged for.

	Before School	Before School	Pre-school	Pre-school	Wrap around	After School	After School	After School
Mon	07.45-08.30	08.00-08.30	08.45-11.45	11.45-14.45	14.45-15.15	15.15-16.15	15.15-17.15	15.15-17.45
Tues	07.45-08.30	08.00-08.30	08.45-11.45	11.45-14.45	14.45-15.15	15.15-16.15	15.15-17.15	15.15-17.45
Weds	07.45-08.30	08.00-08.30	08.45-11.45	11.45-14.45	14.45-15.15	15.15-16.15	15.15-17.15	15.15-17.45
Thurs	07.45-08.30	08.00-08.30	08.45-11.45	11.45-14.45	14.45-15.15	15.15-16.15	15.15-17.15	15.15-17.45
Fri	07.45-08.30	08.00-08.30	08.45-11.45	11.45-14.45	14.45-15.15	15.15-16.15	15.15-17.15	15.15-17.45

How to apply for a place

To apply for a place at our setting you should use our Registration Form. The form is available by request from the Pre-School: [Birchwoodpreschool@welearn365.com](mailto:birchwoodpreschool@welearn365.com) or can be downloaded from our website: (www.birchwoodpre-school.co.uk).

We welcome visits from parents and children who are considering applying for a place at our setting. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our setting. If you would like to visit our Pre-School, you should contact us to make an appointment.

Once the setting has received an application form, parents will receive a notification that their child is on our waiting list and that we will be in contact nearer the time the child is due to start with us.

Allocation of places

We would like all applications to fully and honestly completed, this is to ensure that we can fully meet the needs of the children who attend our setting.

If there are fewer applications than places then no application will be refused. If we are over-subscribed, where possible, we try to meet the requests for places from parents, however to ensure that as many children as possible are able to access our setting, we may have to limit sessions available.

We may also limit sessions a child attends to ensure the best experience for the child.

We do not hold places for future use e.g. an unfunded 2year old that wants to increase hours when they receive their funding once they are 3.

Points of Admission

Eligibility for Funded Hours (2,3,4 Year Old)		
On or after	On or Before	Funding Starts
1 st September	31 st December	Spring Term (After Xmas Holidays)
1 st Jan	31 st March	Summer Term (After Easter Holidays)
1 st April	31 st August	Autumn Term (After Summer Holidays)
Fee Paying Place		
2 Year Old		Date of child's 2 nd Birthday
3 /4 Year Old		Any time

Generally children will start with us at the beginning of a term. Funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school. There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday. All places offered in Reception at the normal round are for full-time admission in the September following their fourth birthday.

More information on funding can be found at: www.childcarechoices.gov.uk

Over Subscription

Where the number of applications exceeds the number of places available, we will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

- Any child whose Statement of Special Educational Needs names Birchwood Pre-school will be admitted.
- Children in Care or who ceased to be in Care because they were adopted, made the subject of a residence order or made the subject of a special guardianship order.
- Children who live in the pre-school's designated area with a sibling on roll at the time of application.
- Other children living inside the pre-school's designated area.
- Children who live outside of the pre-school's designated area with a sibling on roll at application.
- Other children.

Waiting List

Following allocation of places the preschool will retain a waiting list of families who want a place at Birchwood Pre-school. The waiting list will be kept in order of the oversubscription criteria above as well as how long a child has been on the waiting list.

We also maintain a list of parents who wish to increase the hours their child attends. If a place becomes available part way through a term or is available when the child is eligible for funding the place is offered to parents of children who are already attending the setting.

BEFORE AND AFTER SCHOOL CLUB

The Before and After School Clubs are open to both Pre-school children and children who attend Birchwood Primary School. This is a full fee paying service and prices are available on request or via our website: (www.birchwoodpre-school.co.uk).

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Allocation of places

These services can be used in a variety of ways

- Long term booking e.g. whole term
- Days to meet work patterns – booked in advance
- Ad hoc bookings (if sessions are available)

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If there are fewer applications than places then no application will be refused. If we are over- subscribed, where possible, we try to meet the requests for places from parents.

This policy was reviewed by Claire Davis, December 2023

Staff Signature.....(Hard Copy)

Next Review Date May 2023