



Admissions Policy 2018-2019 – Hughenden Hoppers Preschool

Hughenden Hoppers Preschool is an inclusive setting and works to welcome all children. It is our intention to make our Pre-School genuinely inclusive, accessible and welcoming to all children and families from all sections of the community.

We seek to promote British Values as part of our everyday working. To enable our Pre-School to receive government funding, some of the information below is the setting's ethos and ways of working, and some is compulsory information that is our statutory duty to share with prospective and/or new parents.

We are listed in the Buckinghamshire Preschool Directory and Bucks Family Information Service and publicise spaces on our school website and school publications. As part of Hughenden Primary School, Hughenden Hoppers attracts siblings and children from the local community and we work in partnership with other local settings meeting the demand for preschool places.

As the preschool comes under the school umbrella, many of the schools policies stretch across both the school and the preschool.

As our preschool continues to grow, we have the facility to run and maintain a waiting list. This will primarily be on a first come first served basis, however, priority will be given to siblings. Every effort will be made to accommodate all children wherever possible.

Children can start as soon as they turn 3 years of age, however, their funding does not start until the full term following their third birthday. In this instance, Parents have the opportunity of paying for their preschool sessions on a private basis until their funding starts.

We are flexible in our approach for bookings and attendance patterns to accommodate the needs of individual children and families from a minimum of 1 day a week increasing to 5 days a week to include half day sessions. Children can visit with a parent or family member for a transition visit prior to starting. A child may change their sessions or request additional

sessions in agreement with the supervisor dependent on availability, however FEF funding only accepts changes from the next half term unless there are exceptional circumstances.

Some children with SEND may have specific needs, so the Lead Supervisor will discuss any strategies and support requirements with the parents/carers and arrange a home visit if helpful. We will always endeavour to put strategies and support in place prior to the children joining us. On very rare occasions we may need to defer the child's entry. This will be related to safe staffing levels, and to ensure that the environment is safe for all. Parents may be able to attend with their children until staff can safely take over.

Before a Child is registered with the setting Hughenden Hoppers Pre-School will ensure that:-

- Prospective parents/carers have attended the setting with the child so that any specific needs can be discussed.
- The Booking Form and funding documents have been completed and signed by the parent/carer and proof of the child's DOB has been ascertained.
- The Parents/Carers have completed the Admission Forms and consent documentation agreeing to abide by the settings policies and procedures which is also in line with GDPR legislation.

Hughenden Hoppers Preschool is open for 38 weeks a year, term time only. Our current hours are:- Monday to Friday 9.00 am to 3.15pm which is in line with the schools start and finish times.

Parents will be asked to sign a Booking Form and Parent/Provider Agreement to secure a funded place. This is a contract for a minimum period of one term and a maximum of a year.

15 Hours of Extended Free Entitlement funding is available to eligible 3 and 4 year olds from the term following their third birthday. Hughenden Hoppers Preschool will need to see the eligibility code and have this verified with the Local Authority Funding Team to claim the FEF. It is the Parent's responsibility to check the eligibility code every 3 months.

If they don't and the funding is not agreed, then the free extended hours place could be lost or the parents will have to pay the current hourly rate for these hours. If Parents/carers decide to split the Universal and Extended Free Entitlement between 2 providers, they must inform the providers which setting they are claiming the Universal Hours from and which setting is claiming the Extended hours. Parents/Carers will need to give notice to leave half termly. If they wish to leave sooner they can, however they will not be eligible to claim FEF funding with another provider for the remainder of that half-term unless the child meets exceptional criteria.

Policy agreed with SLT/Governors September 2018, due for review September 2019