

Little Bears Preschool

Admissions Policy

The CIO is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. These arrangements seek to comply with the Local Conditions of Funding, the Statutory Guidance for Local Authorities on the Delivery of Free Early Education for Three and Four Year Olds, 2Gether Funding and Securing Sufficient Childcare and the coordinated admission schemes of Devon County Council, the local authority (LA) for this area.

The Ethos of Little Bears Pre-School

Our Pre-School will genuinely make our setting accessible to families and children from all sections of the local community regardless of race, gender, colour or creed. We aim to ensure that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures.

Early Years Entitlement Funding (EYEF) and 2gether funding

All 3 and 4 year olds are entitled to a free early education place for 570 hours a year over no fewer than 38 weeks of the year.

Devon County Council has approved Little Bears Pre-School as being good or better quality and we are therefore entitled to offer some eligible¹ 2 year olds a funded place with us. Our setting is an approved provider and can admit two year olds from the start of the term following their second birthday or at the start of the term in which they have their third birthday.

We expect to admit children that will be using their EYEF or 2gether funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours.

Admissions

Our Pre-School admits:

- Funded 2 year olds as part of 2gether 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 birthday. · Unfunded three and four year olds from the date of their 3rd birthday.

Charging and Patterns of Attendance

There is no charge for applying for an early years place at our setting, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the preschool following admission are entirely voluntary. No activities such as visits are compulsory.

Our setting must comply with Devon County Council Local Conditions of Funding². A charge cannot be made if a child is only attending our setting as part of their EYEF.

The table below sets out our session times. When applying for a place please tell us what sessions you need. We only consider requests for sessions AFTER the oversubscription criteria have been applied.

¹ Eligibility criteria for disadvantaged 2 year olds can be found at <http://www.devon.gov.uk/2gether-entitlement>

² New Local Conditions of Funding can be found at: <http://www.devon.gov.uk/eyef>

Day	AM	Lunch	PM
Monday	9-12	12 -1.00	1.00-3.30
Tuesday	9-12	12 -1.00	12.30 - 3.30
Wednesday	9-12	12-1.00	Play and stay 1.15-3.15
Thursday	9-12	12 – 1.00	1.00-3.30
Friday	9-12	12 -1.00	1.00-3.30

Parents only wishing to use their 15 funded hours with us need to choose sessions carefully so that they can access the full 15 hours. Details about buying additional sessions or hours are set out in the charging policy.

Childcare Vouchers

Our Pre-School accepts childcare vouchers e.g Sodexo Vouchers. If your employer has a different voucher scheme please let us know and we can discuss your requirements. More information on childcare vouchers can be found here: <http://www.devon.gov.uk/cypsfactsheets-disc3-employerchildcarevouchers.pdf>

Visits

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.

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 .

Places are not allocated to a child automatically, even where:

- There is an older sibling attending Little Bears
- A child attends a particular toddler group or Children's Centre attached to the pre-school
- A parent has expressed an interest at any time in the pre-school
- The child has always lived close to the pre-school.

No places will be held in reserve for a child who applies late; the Committee cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

Information Provided in an Application

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. If you know or believe that your child's address will change before admission, you must inform us immediately.

What happens next?

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the Committee prioritise applications according to the oversubscription criteria below.

We will contact successful parents to welcome them to the pre-school and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another setting.

If you need help finding a place at another setting please contact DISC Devon's Family Information Service on discinfo@devon.gov.uk telephone 0845 155 1013. Or search for childcare online http://devon.childreansservicedirectory.org.uk/kb5/devon/disc/home_page

Points of Admission

Generally children will start with us at the beginning of a term. Eligibility for the 2gether funding is from the start of the term following a child's second birthday and eligibility for all 3 years olds to receive the Early Years Entitlement Funding (EYEF) is at the start of the term following their third birthday. This 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.

Children who are eligible 2 or 3 years old		
On or after	And on or before	Funding starts this term
1 September	31 December	Spring (after Christmas holiday)
1 January	31 March	Summer (after Easter holiday)
1 April	31 August	Autumn (after Summer holiday)

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. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

When there are more applications than places available the following oversubscription criteria are applied. The Pre-school also applies the oversubscription criteria to all applications for 2-year-old places.

Little Bears Preschool OVERSUBSCRIPTION CRITERIA

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

1. Any child whose Statement of Special Educational Needs names Little Bears Pre-School in Shebbear will be admitted.
2. 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.
3. Children for whom an exceptional medical or social need is demonstrated.
4. Children who live in the pre-school's designated area with a sibling on roll at the time of application.
5. Other children living inside the pre-school's designated area.
6. Children who live outside of the pre-school's designated area with a sibling on roll at application.
7. Other children.

Waiting Lists

Following allocation of places the preschool will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child. It is possible that a child's name could go down on a list as well as up.

If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend our setting for such a short period of time before having to find a place at another setting. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

Parents with very young children, i.e. those that are not due to start within the next two terms, will be asked to complete an application form which can be requested from the staff or downloaded from our website.

If parents choose to leave one setting (after the census or headcount week) where they have been funded for some of the 15 hour entitlement and then apply to attend our setting instead - the setting where the child was initially funded will be contacted in order to obtain the Early Years Entitlement Funding for the remainder of the term. We must admit the child (providing we have space) but we will not receive funding, from Devon County Council, for your child until the start of the following term. Parents will not be charged for the hours accessed with us if it is within their child's funding entitlement. Only those hours over and above the entitlement will be charged.

Increasing the Hours Attended

If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to the child/children on the waiting list. If the parents on the waiting list do not want the places at the times that are available then the places can be offered to parents of children who are already attending Little Bears. Similarly, if there is not a waiting list and there are parents of children that already attend our setting who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made and the oversubscription criteria will be applied to determine who should be given priority for that place.

Uniform Policy

Children attending Little Bears Pre-School are *not expected* to wear a uniform. However, jumpers may be purchased at the setting, so please see a member of staff if you would like one.

Parent/ Provider Contract

The EYE can be taken at more than one setting. Although there is no upper limit on the number of settings a child can attend careful consideration must be given to ensuring that the child feels settled, safe and can form relationships with significant adults.

Once a place has been allocated parents are asked to complete the Parent Provider Contract this helps the setting and parent to see what time is funded and what time is being bought. Parents must not claim more than the 15 hour entitlement, checks are carried out to ensure that over claims are not made.

Changes to Attendance

Changes to the times when a child is attending will only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1. and 2 below to determine within each group which children should be given priority.

Order of priority for the consideration of unfilled places:

1. New applications from parents whose children do not yet attend Little Bears Pre-School
2. Requests by parents whose children already attend our setting and they want to increase or change the times their child attends.

It is expected that parents will ensure that their child will attend at the times agreed on the Parent Provider Contract so that children can establish a routine and be ready to start school.

If your child is sick you must inform the school. If your child does not attend Little Bears Pre-School for a period of more than two weeks without informing the setting your child's place may be offered to another child.

This policy will be subject to reviews yearly or when changes to legislation or best practice dictate.

Approved:.....(**Chair of CIO Signature**)

Adopted on:..... Review Date: