# Admissions Policy and Procedure

## Statement of Intent

Sunbeams Pre-school aims to be accessible to all local community families.

## Aim

We provide an inclusive setting, welcoming everyone through fair procedures, offering education based on each child's needs, free from discrimination.

**Admissions Policy:**

* Compliance with OFSTED registration.
* Information available in multiple formats and languages.
* Waiting list based on application date and birthdate.
* Admission eligibility from 2 ½ years old.
* Apply two weeks before term ends with a £20 refundable deposit.

We value parent insights and partnerships, celebrating diversity and supporting all children. We welcome children in local care and collaborate with professionals. Cheryl Anstey is our designated teacher for looked after children.

Parents sign a fair processing notice before their child starts, in compliance with Early Education Funding requirements.

## Operating Hours

Monday to Friday:

* Morning Session: 8.30 AM – 12.00 PM
* Afternoon Session: 12.00 PM - 3.30 PM
* Full Day Session: 8.30 AM - 3.30 PM

Limited fully funded spaces:

* 15 hours funded-only: 8.30 AM - 1.30 PM, three days weekly.
* 30 hours funded-only.

Sessions are allocated on a first-come, first-served basis.

## Funding

Sunbeams reviews its session offerings regularly. Changes will be notified one month prior.

Universal Early Education Funding covers 15 hours per week for all children from the term after their third birthday. No action required if using only 15 hours; a form will be provided at the start of the term.

Additional 15 hours funding for working parents allows eligible children to claim a full 30-hour funding, starting the term after they turn three years old.

New 15-hour funding for children aged 2 years starts April 2024 for working parents, available from the term after your child turns 2 years and 6 months old, subject to availability.

# Annual Fee Increase:

The fee increase from September maintains financial stability. Check eligibility for funding at the provided links or call 0300 123 4097.

**Eligibility and Application:**

Eligible parents receive a code for their child, submitted before the term starts and reconfirmed every three months. Complete the Eligibility Check form to validate the code; otherwise, session fees apply. Funded children accepted from two-and-a-half years old.

Check eligibility at warwickshire.gov.uk/childcarecosts.

**Term After Age 3:**

Children can access 15 hours of funding per week after turning three. This includes five morning sessions or two full days and one half-day. Fees: £7.50 per session or £15.00 per day, including activities and snacks. Submit your code every three months to continue receiving funding. Additional sessions: £24.00 per session or £46.00 per day (8:30-3:30).

**Younger Children:**

Start at 2 years and 6 months with a £20.00 deposit. Non-funded fees: £20.00 per afternoon session. Minimum attendance: two sessions per week.

**Funding Statement:**

We adhere to Warwickshire County Council’s 'Guidance and Requirements of Early Education Funding for 2, 3, and 4-year-olds, 2023'.

**Staffing Ratios:**

* Ages 2-3: 1 adult per 5 children
* Ages 3+: 1 adult per 8 children

**Entitlement:**

Funding provides 15 hours per week for 38 weeks, split between two settings. Additional 15-hour funding available for eligible families.

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| --- | --- |
| **A child born between** | **Will be entitled to nursery education Funding** |
| 1st January and 31st March | The start of the summer term following their 3rd Birthday until statutory school age. |
| 1st April and 31st August | The start of the Autumn term following their third birthday until statutory school age. |
| 1st September and 31st December | The start of the Spring term following their 3rd Birthday until statutory school age. |

**Early Education Funding Requirements**

Sunbeams Pre-school adheres to all 2023 guidance requirements for Early Education Funding (EEF) as specified by the Department for Education.

**Funding Details:**

* **3-Year-Olds:** Must register on "headcount day." Leaving before this day requires payment for attended sessions.
* **Additional 15 Hours:** Parents apply online, reapply every 3 months, and follow grace period rules.
* **Attendance:** Regular attendance is required. Irregular attendance may lead to reduced hours.

**Early Years Pupil Premium Funding:**

* Additional funds are provided based on Parental Declaration Forms.
* Funds support development delays, extra sessions, or 1-to-1 support. Plans are regularly reviewed with parents.

**Contracts and Notice:**

* Non-funded children require a one-month notice to alter sessions. Failure to pay results in late fees.

**Contact Information:**

* EEF Office: 01926 742233
* Extra 15 Hours Helpline: 0300 123 4097

**Induction Forms:**

* Required details include emergency contacts and medical information. Children cannot be left without completed forms.

*Refer to the finance policy for more details.*