



## ADMISSION POLICY

At Witty Kiddies Pre-school we care for children between the ages of 2 – 5 years old. The numbers and ages of children admitted to the preschool comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

### **Waiting List**

We operate a free waiting list, and parents are encouraged to book early for places. At the time when a booking can be confirmed, a deposit of £60 for part time and funded children or a deposit of £100 for our full time children is necessary to secure the place. This deposit will be returned or deducted from the final balance when your child leaves us of which a 6 weeks written notice must be given to the setting for that to happen.

Our admission policy is on a first come, first served basis but we take the following matters into account when prioritising and deciding on admissions:

- Current part-timers who wish to increase or change sessions are given priority over children on the waiting list.
- Children who have siblings who are already with us have next priority.
- Children currently attending one of our other preschools, who wish to change preschool are given next priority.
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements

- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

Prior to a child attending Witty Kiddies Preschool, parents must

- give a copy of the child's birth certificate
- sign a copy of the Parent Contract – stating the hours your child attends. This is an agreement to allow us to claim the government funded place.
- complete and sign a contract and registration form. These forms provide our preschool with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

**Providing government funded places for early education – 2 year old funding, universal 15 hours and extended entitlement (30 hours).**

All funded sessions are now in line with the Government's Statutory Guidance as Local Authority requirements. When you register your child for their funded place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We will try to accommodate hours needed or if changes to hours are needed but this should be booked a term in advance. Please note admissions for the free preschool education we have a termly intake.

All funded or paid for sessions must be booked in advance and any changes or cancellation (notice to leave) must be made in writing with plenty of notice;

- Regular booked sessions require 4 weeks' notice
- Ad Hoc sessions require 1 weeks' notice

All settings registered to accept government funding must have a free offer for 2, 3 and 4 year olds.

	<b>2 year old funding</b>	<b>Universal 15 hours (3 -4 years)</b>	<b>Extended Entitlement (30 hours)</b>	
<b>Free Offer</b>	Mon – Thurs 9am – 3pm, 9am -12noon or 12noon -3pm 38 weeks a year	Mon – Thurs 9am – 3pm, 9am – 12noon or 12noon -3pm 38 weeks a year	Mon – Thurs 8am – 3pm Wed: 8am – 12pm (25 hours per week) 38 weeks a year	These hours are free and will be allocated on a first-come, first-served basis
<b>Intake</b>	Term after child turns two	Term after child turns three until compulsory school age	After parent applies and child turns three	