



Admissions and Settling In Policy

Statement of Intent

It is our intention to make our Pre-School accessible to children and families from all sections of the local community. We are committed to being as inclusive as possible in regard to our admissions for our Pre-School. We also strive to be a provider of funded childcare without it impacting the quality of our provisions. This policy outlines our approach to Pre-School admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

Aim

To ensure that HCCPS Pre-School@ Cambourne Campus is accessible to all sections of the community, through open, fair and clearly communicated procedures.

To promote smooth and stress-free transitions to the setting, ensuring both children and parents/carers are happy. We care for children between the ages of three and four years of age, from the day after their third birthday until they start school the September after their fourth birthday. The numbers and ages of children admitted to the Pre-School comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

When considering admissions, we are mindful of staff:child ratios and the facilities available at the Pre-School. We are able to provide up to 24 places at any one time.

Accessibility

HCCPS Pre-School@ Cambourne Campus aims to ensure its services are accessible to all sections of the community as per the Equal Opportunities Policy. The setting will attempt to communicate its services in locations throughout the community, in more than one language as appropriate.

The Pre-School exists to provide resources, facilities and expertise locally to meet the needs of people in the surrounding area.

The Pre-School advertises through the Cambridgeshire Online Directory, the local school and places accessible to the community.

Our Pre-School Leader, with the Pre-School Administrator, takes responsibility for communicating and meeting with new families ensuring they have the correct literature regarding the Pre-School and collating information, including a waiting list.

Offering Places

Where services are over-subscribed, the following priority for admissions has been agreed:

1. Children who have a Statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP) that names the school will be admitted.
2. Children in Care (CIC) and Children who were previously in care (CIC) but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order.
3. Children normally living in the catchment area who have siblings attending Hardwick and Cambourne Community Primary School - Cambourne Campus or Pre-School at the time of admission.
4. Children normally living in the catchment area.
5. Children not living in the catchment area who have a sibling at the school at the time of admission.
6. Children not living in the catchment area in birth order
7. Children not living in the catchment area in order of date joined waiting list

Where there is a need to prioritise within a category, children living nearest to the school, by the shortest straight line distance will be given priority

Places will always be confirmed in writing through an offer letter.

Government funding for early education can be used for hours within funded sessions, and the additional paid-for hours will be charged at the amount required.

Fully funded sessions may be available for three and four-year olds, subject to eligibility and the availability of sessions and staffing arrangements. No additional charges will be made for those sessions, but attendance will be limited to specific hours, and charges will be incurred for any additional attendance.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When a child is registered for their funded place, the needs of the child and family will be discussed and, as far as possible with availability and staffing arrangements, the Pre-School will try to accommodate your wishes, although funding will only be used in line with the options on offer.

We strongly believe that all children should have fair and equal access to snacks and activities and we therefore do not charge any top-up fees for funded-only sessions, even on an optional basis.

EYPP Funding - If a child is in receipt of, or eligible for, Early Years Pupil Premium Funding, this can be used to pay for the early morning drop-off sessions.

Please see the Bookings, Amendments to Bookings & Payment of Fees Policy for more information.

Prior to a child attending Pre-School, parents must complete and sign an agreement to commit to pay for chosen sessions, an application form and make payment of the £60 admin fee. These forms provide the Pre-School 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, allergies, parental consent .

Settling in

Pre-School aims to provide a warm and nurturing environment for all children and it is important that children settle in as quickly as possible for their own wellbeing and development. Relationships are key and we recognise that when we work in partnership with parents, children learn more successfully. Therefore, we offer a full and robust induction process that includes a home visit from our Pre-School manager, or deputy along with two settling in sessions. These are offered free of charge and consist of one 45 minute session in Pre-School with parents, and one 45 minute session in Pre-School without parents. All our Pre-School children are allocated a key worker from day one. The 'All About Me' form which we ask parents to complete alongside their child is a really useful tool that helps us to get to know the children quickly and forms the start of their learning journey. It also helps us to establish positive, effective and enabling relationships.

The settling process is viewed as an essential part of ensuring children have a positive time at Pre-School and we will be flexible in extending this period and offering families additional support.

Early Years Education Funding (EYEF)

HCCPS Pre-School@ Cambourne Campus are in receipt of EYEF for 3- and 4-year olds. All 3- and 4-year olds are entitled to the Universal 15 funded hours during term time; **this is available from the term following your child's third birthday.**

To access this funding, you need to complete a Parent/Carer declaration form and provide proof of your child's identity, address and Date of Birth.

30 Hour Funded / Stretched Offer Agreement

The Pre-School is open during term-time only for 38 weeks of the year. The Pre-School can offer 30 funded hours to those who are eligible or up to 30 hours a week. Each child's maximum free entitlement is 570 hours per year for 'Universal' funding and an additional 570 hours of 'Extended' funding for those who are eligible.

You can take up to 1140 hours free funded childcare across the 38 weeks, within the core hours of 9.30am-3.30pm; 9.30am – 12.30pm and 12:30pm – 3:30pm. Any additional hours offered over the free funded entitlement, or outside of the core hours will be charged at the non-funded rate.

Those who wish to claim for 30 funded hour places must provide the Pre-School with the 11 digit eligibility code. This must be received before the start of the funding period (1st September, 1st January, 1st April for each respective term) or the extended funded hours will not be able to be claimed and any sessions in addition to the 15 universal funded hours per week will be charged for. Parents/carers are responsible for applying for and re-confirming eligibility for 30 hours, but the Pre-School Administrator can assist with the process as needed.

Deferrals

Parents wishing to defer their child's entry into Reception should request this through the appropriate channels with the Local Authority. If it is approved and you wish your child to remain in Pre-School for an additional academic year any such request can be considered in discussion with the Pre-School Team and the Headteacher. We will consider requests on an individual basis in order to meet a child's needs, and to support a holistic approach.

