



## Admissions Policy (Including Sessions, Applications, Funding and Fees)

### Policy Statement

Peapod Pre-School offers places to children from the age of 2 until they start primary school. We are an inclusive setting and believe that every child should have the best learning opportunities. As such, no child will be refused a place on the grounds of race, religion, gender or disability. We offer a minimum of 2 sessions a week over 2 days to help children settle into our pre-school and bond with their key person.

Peapod Pre-School offers 15 hours of free early education to **all** children **the term after their third birthday**, where spaces are available. This government-funded entitlement is intended to cover the cost to deliver 15 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services; Peapod Pre-School does not charge for meals, snacks or consumables, (hot dinners are chargeable).

The free entitlements will be delivered consistently so that **all** children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

### Procedures

#### Opening Times

We offer wrap around care 8am – 6pm Monday to Thursday, 8am – 4pm on Fridays, **TERM-TIME ONLY**.

Breakfast club and Afterschool club run subject to demand.

#### Sessions

Our sessions are offered within the national parameters for Early Education:

- No session is longer than 10 hours.
- We have no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register).
- We are not open before 6.00am or after 8.00pm.

We offer the following sessions:

- Breakfast Club (BC): 8am-9am (last breakfast served at 8.45am)
- Morning Session (AM): 9am-12pm
- Lunch Club (L): 12pm-1pm
- Afternoon Session (PM): 1pm-4pm
- After School Club (ASC): 4pm-6pm
- Full Day (FD): 9am-4pm
- Long Full Day (LFD): 8am-6pm

## Schedule of Fees

We review our fees on an annual basis. Currently, the charge is £4.35 per hour.

Sessions	Daily Rate (£)	Weekly Rate (£)
8am-9am (BC)	4.35	21.75
8am-12pm	17.40	87.00
8am-1pm	21.75	108.75
8am-4pm	34.80	174.00
8am-6pm (LFD) Finish 4pm Friday	43.50	208.80
9am-12pm (AM)	13.05	65.25
9am-1pm	17.40	87.00
9am-4pm (FD)	30.45	152.25
9am-6pm Finish 4pm Friday	39.15	187.05
12pm-1pm (L)	4.35	21.75
12pm-4pm	17.40	87.00
12pm-6pm Finish 4pm Friday	26.10	121.80
1pm-4pm (PM)	13.05	65.25
1pm-6pm Finish 4pm Friday	21.75	100.05
4pm-6pm (ASC) Not Friday	8.70	34.80

## Funding

- To prevent being faced with an unexpected bill, **please ensure you take time to read and complete the funding forms issued on a termly basis.** A claim period may not correspond exactly to the pre-school term so there may be a small charge.
- Where spaces are available, we offer the entitlement of 570 hours of free early education to **all children the term after their third birthday**, until they reach school age. This usually equates to 15 hours a week for 38 weeks a year. Certain 2-year-olds are also eligible for this funding.

- The 15 hours entitlement is offered free. You will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and our current hourly rate of £4.35.
- As part of the registration process, you will be required to provide documentation to evidence your child’s date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data, in accordance with GDPR or General Data Protection Regulations.
- If your child is funded and attends for more than 15 hours, you will receive an invoice. Invoices are issued termly.
- If you are not satisfied that your child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to Peapod Pre-School. Our Complaints Policy is issued to all families as part of the registration process. It is also available upon request or via our website.

### **Additional Funding and Support**

As an inclusive setting, Peapod Pre-School welcomes all children, regardless of their background and aims to support them to reach their potential. We aim to identify all children that may attract any additional funding such as EYPP (Early Years Pupil Premium), and/or SEND (Special Educational Needs and Disabilities) Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. Please refer to our SEND Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

### **Eligibility for 2-year-olds**

Your 2-year-old can get free early education and childcare if you get one of the following:

- Income Support
- Income-based Jobseeker’s Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit
- Tax credits and you have an annual income of under £16,190 before tax
- The guaranteed element of State Pension Credit

- Support through part 6 of the Immigration and Asylum Act
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of special educational needs or an education, health and care (EHC) plan
- they get Disability Living Allowance.
- they've left care under a special guardianship order, child arrangements order or adoption order.

### **Making an Application**

- We take children from 2 years of age. We have one main intake at the start of the September term, although there may be occasions when some sessions become available later in the term.
- Application forms are available from our office or can be downloaded from our website: [www.peapodpreschool.co.uk](http://www.peapodpreschool.co.uk)
- We welcome prospective children and parents/carers to come and look around our setting. Visits can be arranged by contacting the office.
- On receipt of your application form, your child will be added to our waiting list. Once a place has become available we will contact you. However, please feel free to contact us at any time.
- We do not normally contact those who do not receive a place.

### **Waiting List & Registration**

- Session priority is given to the following:
  - Looked-after children (eg. those in care)
  - Children with special educational needs
  - Registered siblings of children already attending Peapod.

- After this, we operate a waiting list dependent on the date that we receive an application.
- Parents/carers of those children already enrolled in Peapod in the 2-3-year-old room, will be contacted regarding their child's sessions for the following September. They will automatically be offered the same sessions. There will be the opportunity to request more or alternative hours. Eligibility for 3-year-old funding does not assure extra sessions.
- Once we have confirmed the register for existing children we then offer remaining sessions to those children on the external waiting list. We do this via email, often followed up by a phone call. If we are unable to make contact, we will remove your child's details and go on to the next child on the list.
- We may not be able to offer the sessions requested, as these may already be filled. We advise parents/carers to take what is offered and to ask to be placed onto our priority waiting list in the hope that they receive their original requested sessions.
- When a child is admitted, a registration form needs to be completed. This provides contact details, including emergency contacts and details of any nominated persons who may collect the child at the end of a session.

## Invoices and Payment

- We invoice for the full term.
- Invoices or bills for funded children (i.e. children in receipt of funding, but who attend the pre-school for more than 15 hours per week), will be sent out at the time of Head Count. Please refer to the funding forms.
- Invoices or bills for non-funded children will be sent out at the beginning of each term.
- We require payment within 28 days of the bill being issued.
- A reminder statement will be sent out and payment is expected immediately.
- We are aware that families have varying financial constraints and we will endeavour to support families if we can. If you have any difficulties in paying your bill, please do speak to the office, where a payment plan may be agreed.
- Peapod Pre-school reserves the right to withdraw your child's place if fees are not settled within the agreed time.

- We may pursue the recovery of any outstanding debt through the small claims court, which could affect your future credit rating.

## Deposits

### Funded Children (2, 3 and 4 year olds):

If your child only attends this setting for the funded hours allocated to them, no deposit will be required.

### Non-Funded Children:

- A deposit of £100 (per child) is to be paid to the pre-school once their place has been confirmed.
- A deposit will ensure your child's place and is returnable to you once your child has left Peapod and all fees are paid.
- A deposit secures your child's place in the September intake. If you decide to withdraw your child from Peapod after you have confirmed sessions, the deposit remains payable and will not be refunded.
- We cannot use deposits to pay any outstanding fees.

### Combining Funded and Non-Funded Hours:

- If your child exceeds their funded hours, then a deposit of £100 (per child) is to be paid to the pre-school once the additional hours have been confirmed.
- A deposit will ensure your child's additional hours and is returnable to you once your child has left Peapod and all fees are paid.

## Notice of Change

We require 4 weeks' notice, term-time only, should you wish to change or cancel your child's sessions once they have started pre-school. Please discuss any planned changes with the office beforehand.

**Reviewed by Sarah Riley & Fran O'Neill, Managers & Katie Moore, Chair**

**June 2020**

**Next Review Date: June 2021**