



Admissions Policy

Little Owls Pre-School & Nursery is an inclusive Preschool and all children are welcome. Parents/carers who want their child to attend the Pre-School can view the Pre-School, to have a guided tour by Katie Keeble (Pre-School Manager). This will be an informative tour where we can discuss Pre-School practice and your child's individual needs. The hours and days that you require will be discussed for availability.

Before a child starts at Little Owls Pre-School and Nursery, parents/carers will need to complete an admission form and provide proof of identity (child's original birth certificate). Also included in the admissions pack is a parent's welcome booklet, consent form, nursery life information, golden rules and an All About Me Form which outlines each child's likes/dislikes and routines which is used by staff to help settle your child into nursery. This can be filled in there and then or taken home and returned as soon as possible. Your child will not be able to start without this documentation being completed. Staff will offer any help and support to any parent who may need a little help in filling in the admission form.

A deposit is required of one week's childcare fees to secure a place. This is non-refundable and will be used towards your two week's notice period which is needed when you decide to leave us. NEG/2 year offer funded places will have to give ½ a term's notice due to funding.

The admission pack outlines our terms and conditions for the pre-school, relevant information about your child, such as developmental milestones, along with emergency contact details, health care requirements, etc. This needs to be done before your child starts pre-school so that staff can prepare for your child's individual needs. Pre-School staff should be notified immediately of any change of details.

Every new child starting at Little Owls Pre-School and Nursery will have an induction session where you will meet the team of staff who will be caring for your child. This is an informal chat about your child's development, the basics of Pre-School life, an opportunity for you to ask any question and if needed health care/allergies plans discussed. We will also arrange a settling in session for your child, which will aid their transition into pre-school (see our Key Person and Settling In Policy). This will enable children to become familiar with staff, surroundings and other children. In these session's, parents/carers will be given the opportunity to read through pre-school policies regarding behaviour, admissions, outings, etc, or if required, have them read and explain to them but also to slowly leave your child to see how they are without you in the care of the team.

We aim to work in partnership with all parents and carers to ensure your child's care is paramount. The more your child sees you at ease in pre-school with staff, the easier it will be for them to settle. We expect a commitment from parents to communicate effectively as this is essential to enhance your child's care and development. This can vary from a chat on drop off or collection of your little one, to newsletters, notice boards, homework and letters to parents. Stay and play sessions, open evenings, Christmas parties, pre-school trips and various fun days throughout the year are to encourage parents to visit the pre-school on a more informal basis with their children. This allows parents and carers to talk at ease to staff without having to rush to or from work.

Pre-School security is paramount. On completion of your admission form, you should notify the preschool of who will collect your child each day. If there is anybody who is not permitted to collect your child, then parents need to inform management in writing. We use a password system to ensure the safety of your child. You choose a password memorable to yourself on admission to use to collect your child. This password should only be shared with other people when they need to pick up your child. A copy of all passwords will be stored in the office and will be checked before we allow your child to leave with an unfamiliar face. This will ensure that an authorised person only collects your child.

Two year old offer

Some two year old's are eligible to **FREE early learning and childcare support** if they meet one or more of the eligibility criteria. You can apply online or visit [gov](https://www.gov.uk) for further help and advice. You are also able to check whether you are eligible for the funding.

The aim of this support is to make sure that children from all backgrounds learn at the same rate as their peers and are school ready when they reach 5 years of age. Once you apply, the School Readiness Service will help you to get the free place to suit your child's needs.

A free place is equal to 570 hours, which is broken down to 15 hours per week across 38 weeks. You don't have to use all 15 hours but you must use the free place at least 2 days per week.

You can claim a free place for your child if you receive one or more of the following:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credits
- Child / Working Tax Credits and annual gross earnings of less than £16,190
- Working Tax Credit 4 week run on (the payment you receive when you stop qualifying for Working Tax Credit) (Universal Credit Eligibility Criteria will be confirmed at a later date).

Children are also eligible if they:

- Are a Local Authority looked after child
- Are a child of a care leaver (Under the age of 25 years)
- Have a current statement of special educational needs (SEN) or an education, health and care plan
- Access a Disability Living Allowance

They have left care under a special guardianship order, child arrangements order or adoption order

Nursery Education Grant

All three and four year old children are entitled to a free part-time early learning and education place, consisting of up to 15 hours per week, for 38 weeks per year (formerly known as the Nursery Education Grant). Children become eligible for a place from the term following their third birthday, with terms starting from 1st January, 1st April and 1st September.

Pre-School will provide an eligibility form to you prior to the start of each term for you to complete. This will ask your names, address, the hours your child attends, whether your child attends another setting and for your national insurance numbers and date of birth. This is to support the council and nursery in identifying which children are eligible for pupil premium.

Pupil Premium Grant is funding allocated to nurseries & schools for the purpose of boosting the attainment of pupils from low-income families. It is intended to enable nurseries to provide targeted support to help children reach their full potential.

Funding is allocated for children who are adopted and Looked after by the Local Authority (LAC). For further information on Pupil Premium See Appendix 1

Leadership & Management

Appendix 1

Purpose of Pupil Premium (from the DfE Website)

- The Government believes that the Pupil Premium, which is additional to main nursery funding, is the best way to address the current underlying inequalities between children eligible for free school meals (FSM) and their wealthier peers by ensuring that funding to tackle disadvantage reaches the pupils who need it most.
- In most cases the Pupil Premium is allocated to nurseries and is clearly identifiable. It is for nurseries to decide how the Pupil Premium, allocated to nurseries per eligible pupil, is spent, since they are best placed to assess what additional provision should be made.