Overton Preschool & Playgroup	
Policies and Procedures Document	
Title	Admissions Policy
Version	1.14
Date	16 April 2015
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Approved by	
Signature	

Version History		
Version Number	**Created/Updated By**	**Comment**
V1.0		First version created
V1.1		
V1.2	Katie O'Brien	Added Version History;
V1.3	Katie O'Brien	Amend to session times; hourly rate
V1.4	Katie O'Brien	Update logo; Small text amends; Info for 2 year old funding added with URL; Staff text update
V1.5	Amanda Igo	Update registration fee and hourly rate
V1.6	Katie O'Brien	Minor text and punctuation amends
V1.7	Amy Smith	Change hourly rate
V1.8	Katy Dibbern	Amendment to some text, session times and hourly rate.
V1.9	Katy Dibbern	Amendment to session time
V1.10	Emma Riggs	Removed 12.15 start time at Playgroup & added new funding
V1.11	Emma Riggs	Added note about one-off registration fee and changed setting for Preschool
V1.12	Joshua Dack (on the request of Linda Shanks)	Changed the location of the setting to reflect

		transition from St Lukes Hall to St Lukes Hall. Changed number of places in each session.
V1.13	Joshua Dack (on the request of Linda Shanks)	Amended registration fee to voluntary contribution
V1.14	Linda Shanks	Playgroup time change
V1.15	Jennie Toland	Minor text amends

Statement Of Intent
It is our intention to make our Playgroup and Preschool accessible to children and families from the whole of the village and local community.

Aim
We aim to ensure that our community has access to the Overton Preschool Playgroup through open, fair and clearly communicated procedures.

Policy
We endeavour to provide Early Years Education as widely as possible for our community.

Method
In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of the preschool playgroup is widely advertised in places accessible to the whole of the community.
- We ensure that information about our preschool playgroup is accessible - in written and spoken form - and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We describe our preschool playgroup and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our preschool playgroup and its practices in terms of how it enables children with disabilities to take part in the life of the preschool playgroup.
- We arrange our initial waiting list in the order that the application is received.
- We describe Overton Preschool Playgroup and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We monitor the gender and ethnic background of children joining the group to ensure that no discrimination is taking place.
- We make our equal opportunities policy widely known.
- We take children from the age of 2 years.
- We keep a place vacant, to accommodate for an emergency admission.
- There is a one off voluntary contribution of £50.00 to secure your place. This contribution is to cover any additional costs for consumables and activities throughout the year.

Setting Capacities
Overton Community Centre
Monday – Friday
24 Places in the morning sessions; 24 Places in the afternoon sessions.
Start times: 8:45am
Finish times: 12 noon, 2pm, 3.15pm

St Lukes Hall (Preschool children only)
Monday – Friday
24 Places in the morning sessions; 24 Places in the afternoon sessions.
Start time: 8.45am
Finish time: 3.15pm

Allocation Of Sessions
After your application has been received, you will be invited to notify us which sessions you would like for the next academic year at the start of the Summer term prior to starting. We cannot guarantee your preferred choices.

Children can only attend the St Lukes Hall setting in their preschool year group (we are not able to insure children under 3 at St Lukes Hall). Depending on the size of year group limited sessions may apply at the St Lukes Hall setting. Children can expect to have sessions at both the Community Centre and Primary School settings during their preschool year.

Sessions at the St Luke's Hall setting are allocated on a case-by-case basis dependent on the following criteria: children have attended Overton Playgroup, number of places at each setting, the child's personal requirements.

Childcare Support
From April 2024, 2-year-olds can claim 15 hours free childcare per week the term after their 2nd birthday subject to entitlement (to qualify both parents must be working and each parent must each expect to earn on average, at least £167 per week (equal to 16 hours at the National Minimum or Living Wage).
All 3- to 4-year-olds can claim 15 hours of free childcare per week from the start of the term following their 3rd birthday depending on availability of spaces.
For more information please visit - https://www.childcarechoices.gov.uk/.

Hours taken over 15 hours (or 30 hours for those entitled) will be charged at our hourly rate of £6.50

Certain families may also be eligible for 2-Year-Old Early Years Education. For more information go to https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds Families who are eligible should make the Overton Preschool Playgroup manager aware on application.

Government has announced the following schemes coming soon:

- From Sept 2025 – Up to 30 hours for eligible working families in England with a child from 9 months old up to school age

Notice: If a child is to be withdrawn from the Overton Preschoool Playgroup or reduce their hours, half a term's notice must be given in writing or the parent/carer will be liable for the half term's full fees in lieu of notice.