



<b>Overton Preschool &amp; Playgroup</b>	
<b>Policies and Procedures Document</b>	
<b>Title</b>	Admissions Policy
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<b>Signature</b>	

<b>Version History</b>		
<b>Version Number</b>	<b>Created/Updated By</b>	<b>Comment</b>
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



### **Statement Of Intent**

It is our intention to make our Playgroup and Preschool accessible to children and families from the whole of the 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.
- We charge a one-off Registration Fee of £50.00. This includes 2 visits for the child and a parent/carer once a place has been confirmed.

### **Setting Capacities**

#### ***Overton Community Centre***

Monday – Friday

26 Places in the morning sessions; 26 Places in the afternoon sessions.

Start times: 8.15am, 9am, 12.15pm

Finish times: 12 noon, 2pm, 3.15pm, 3.45pm



**Overton Primary School (Preschool children only)**

Monday – Friday

18 Places in the morning sessions; 18 Places in the afternoon sessions.

Start times: 8am\*, 8.45am, 11.45am

Finish times: 11.45am, 3.15pm, 3.45pm

\*breakfast option available, £1 extra charge.

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

Sessions at the Primary School setting are allocated on a case by case basis dependent on the following criteria: children have attended Overton Playgroup, children are planning to attend Overton Primary School, number of places at each setting, the child's personal requirements.

**Childcare Support**

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.

3 and 4 year old extended free entitlement of 30 hours is also available subject to entitlement.

(To qualify for 30 hours free childcare per week, both parents must be working (or the sole parent is working in a lone parent family) and each parent must earn, on average at least a weekly minimum equivalent to 16 hours at national minimum wage or national living wage (approx. £115.28 per week or £5,990.40 per year) and less than £100,000 per year.)

Hours taken over 15 hours (or 30 hours for those entitled) will be charged at our hourly rate of £5.00.

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.

**Notice**

If a child is to be withdrawn from the Overton Preschool 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.