



SCALLYWAGS PRE-SCHOOL, HALWILL

ADMISSIONS POLICY Including Application Process and Funding

1. It is the intention of Scallywags Pre-School to make our setting accessible to children and families from all sections of the local community.
2. Scallywags Pre-School (Halwill) provides childcare and education for children from the age of 2 years up to 5 years (or until the child starts school).
3. A child can start from the date of their second birthday.
4. Scallywags Pre-School (Halwill) is registered for a maximum of 26 children to attend at any one time.
5. The staff:child ratios are 1 member of staff to six 3+ year olds and 1 member of staff to four 2 year olds.
6. Scallywags will endeavour to provide at least one session per week to any child requiring a place.
7. When applying for a place at Scallywags, we would ask that families contact us as soon as possible.
8. When allocating places, children will be placed in groups according to the term in which they are 3 and each 'term group' of children will be allocated an equal number of places. If places are oversubscribed, older groups of children will be allocated more sessions per week than younger groups.
9. If the Pre-School sessions are oversubscribed, places will be allocated according to the following order of priority:
 - a. A child who lives in the Halwill Primary School catchment area and/or the Parish of Halwill
 - b. A child with a sibling or siblings already in attendance at Scallywags Pre-School or Halwill Primary School
 - c. A child who lives nearest to Scallywags Pre-School
10. Approximately 2 weeks into each half term, parents/carers will be asked to choose their preferred sessions for the following half term. We try to accommodate all requests whenever possible but sometimes it might be necessary (eg if we have inadequate staffing levels or are oversubscribed for certain sessions) to discuss the possibility of alternative sessions. We cannot guarantee to accommodate every request.

11. If Scallywags cannot accommodate the request for a particular session or sessions, the child's name will be put on a waiting list so that, if a space later becomes available, places will be offered to the child(ren) on the waiting list (unless the child's hours have already been accommodated elsewhere in the week).
12. Parents/carers will be notified of the sessions they have been allocated. It will not be possible to change the booked sessions until the next half term period unless there are exceptional circumstances, in which case parents should speak to the Pre-School Leader or Administrator with as much notice as possible.
13. Although Scallywags will make every effort to open for all sessions during the week, Scallywags reserves the right to close a session or sessions if there are not enough children booked in to make it financially viable to open for that session or sessions. Scallywags Pre-School is a Charity and must therefore act in a responsible way regarding financial matters; we wish to keep Scallywags in a good financial position for future terms and would not wish to jeopardise its long-term sustainability. A decision will be made each half term and Scallywags will aim to notify families at least 2 weeks in advance if a session or sessions in the following half term period is going to be closed.

Application Process

14. The parent/carer may wish to complete an application form (which is attached to our information leaflet) and send it to the Administrator to express an interest for further information and/or a Child Registration Form.
15. The parent/carer must complete a Child Registration Form, which will provide us with details of people with parental responsibility, personal information about the child, and requested start date. This Registration Form also asks the parent/carer to confirm their understanding of their obligations under the rules for Early Years Education Funding, and it covers Scallywags obligations under the Data Protection Act in respect of the personal information held.
16. Proof of date of birth (eg birth certificate) will need to be shown to the Administrator or the Pre-School Leader before the child's place is confirmed.
17. If the child is eligible for Two Year Old Funding, the "Golden Ticket" or other evidence of eligibility to funding will need to be shown to the Administrator or the Pre-School Leader before the child's place is confirmed.
18. If the child is eligible for Extended Entitlement to funding ("30 Hours"), the eligibility code must be shown to the Administrator or the Pre-School Leader, and the Administrator will carry out a validity check with Devon County Council, before the child's sessions can be confirmed. (It is the parent/carer's responsibility to check if they are eligible for 30 Hours funding online at www.childcarechoices.gov.uk.)
19. If the child is eligible for 30 Hours funding, regular checks will be carried out by Devon County Council (DCC) and/or HMRC to re-confirm eligibility. If a parent is prompted to re-confirm details, they must do so promptly or their eligibility will lapse. They may then become responsible for paying for the child's place, depending on the "grace period" (set by DCC) applicable at the time.

20. Scallywags will send a letter and/or telephone the parent/carer with confirmation of the start date and to make arrangements for them to meet with the child's keyperson.
21. The parent/carer will be given a Welcome Book which contains information about Scallywags. The child's keyperson will ensure that all relevant information is explained to parents; there will be some forms which need to be completed with the child's keyperson before the child can be left without their parent.

Funding and Charges

22. All children are entitled to 15 hours free childcare (Early Years Education Funding) from the term after their 3rd birthday, until they start school. Scallywags will apply for funding on the family's behalf. On the Child's Registration Form, the parent will be asked to confirm their agreement to certain terms in respect of accepting the funding.
23. Some families are eligible for Two Year Old Funding. They will be notified automatically or families can check eligibility online at www.devon.gov.uk/twoyearoldfunding. If families are eligible for Two Year Old Funding and wish to claim this at Scallywags, they must inform us at the time of applying for a place, or as soon as they have been notified of eligibility.
24. Parents will be responsible for paying for their child's place at Scallywags unless:
 - a. The child is eligible for Universal Entitlement Early Years Education Funding (15 hours) (which commences the term after the term in which the child's 3rd birthday falls)
 - b. The child is eligible for Extended Entitlement Early Years Education Funding (30 hours). The parent must provide an eligibility code to Scallywags, which Scallywags will need to validate with DCC, before a funded place for the child can be confirmed.
 - c. The parent has shown evidence to Scallywags that they are entitled to Two Year Old Funding
25. If the family's eligibility for 30 Hours funding ceases, there will be a grace period (dates are set by Devon County Council). When the grace period date has expired, the parent will become responsible for paying for the child's place for every hour above 15 hours they attend. The parent will be able to reduce the child's hours if they wish, in which case they should speak with the Pre-School Leader or Administrator as soon as possible.
26. It is possible for families to split their funding entitlement across two or more providers (no more than two in one day). If they wish to do this, they must inform all the providers they use that they are claiming funding elsewhere.
27. Under the DCC funding rules, children are entitled to take a maximum of 2 weeks (10 days) holiday/days off in an academic year without Scallywags having to reduce their funding claim. If a child is absent due to holiday/days off for more than a total of 2 weeks (10 days) in an academic year, Scallywags reserves the right to charge the

family for the hours the child is booked to attend in order to keep the place available for that child. Scallywags would speak to the family to discuss if they would wish to use some of their remaining funding entitlement instead of paying fees (this would result in the child having less available funded hours to attend during the remainder of the academic year).

(Note: This Policy was agreed in principle by Committee in September 2017 but was not actually signed at a meeting. This Policy was therefore signed at a later Committee meeting.)

This policy was adopted at a meeting of Scallywags Pre-School	
<i>Date of Meeting</i>	
<i>Signed on behalf of Scallywags</i>	
<i>Position on Committee</i>	

Reviewed at a meeting on:	
Signed by:	
Reviewed at a meeting on:	
Signed by:	
Reviewed at a meeting on:	
Signed by:	

If you require clarification of any part of this policy please speak to the Administrator.

Please also refer to our Equal Opportunities Policy

Please also refer to our Payments, Non-Payments and Late Payments Policy

This policy replaces the Admissions Policy adopted on 20/05/97 and which was most recently reviewed on 04/05/15

[SIGNED BY ELLE WALPOLE, CHAIR, 11/6/18]