

## **General Safeguarding and Welfare Requirement: Information and records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## **10.2 Admissions**

### **Policy statement**

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

### **Procedures**

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community, for example through the Southends Children and Families Information Point (<http://www.southendinfopoint.org>), our website being ([www.thetrinket.org.uk](http://www.thetrinket.org.uk)).
- We endeavour to ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. We endeavour to provide translated written materials where language needs of families suggest this is required.
- We hold a waiting list for pre-school places. In order to be placed on the waiting list, a registration form must be completed and a registration fee of £3.00 must be paid, unless a funded place is being sought, in which case there is no registration fee.
- We arrange our waiting list in order of birth date, oldest child first but in accordance with the following criteria: -
  - Looked After Children in the care of the Authority;
  - Children who live in the catchment area of the school and have a sibling attending Federation of Greenways schools or the Trinket Box Pre School;
  - Children who live in the catchment area of the school;
  - Children who live outside the catchment area of the school and who have a sibling attending Federation of Greenways schools or the Trinket Box Pre School;
  - Children who live outside the catchment area of the school.

Proof of address will be required in the form of a current utility bill on completion of the enrolment pack. If this is not forthcoming, then the pre-school has the right to withdraw the place for re-allocation.

- The number of places available is dependent on the ages of the children and floor area of the setting. It is also an Ofsted requirement for staffing to reflect the correct adult to child ratio at all times and this governs the amount of children attending each pre-school session. We therefore may not always take the maximum number allowed according to our floor area. Our calculated maximum number of children according to our floor area is eight 2 year olds and fifty 3/4 year olds.

- We keep a place vacant, if this is financially viable at the time, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the enrolment form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- We reserve the right to refuse entry to any child whose parents account is in arrears as we cannot maintain provision as a non funding unit and registered charity without fees being paid either on the day or in advance of the child's sessions.

### **Opening Hours and Fees**

- We are open Monday-Friday 8.45am-3.30pm (term-time only). We do not open bank holidays and we have 3 training days per year when we will be closed (we do not charge for bank holidays or training days). Training days when set are entered on the diary page of our website. We will also give periodic reminders regarding any closure, giving at least 6 weeks' notice.
- As stated in our prospectus, we regret to advise that fees must still be paid if children are absent through either sickness or holiday. If your child has to be absent over a long period of time, please talk to the manager.
- Fees are also chargeable if the pre-school has to close for reasons beyond its control e.g. flood or adverse weather conditions.
- Fees can be paid by cash or cheque (made payable to 'The Trinket Box Pre School Ltd'), by direct payment to our bank account, childcare vouchers and payments from the new tax free childcare accounts. Please ask the manager for more details.
- We reserve the right to charge a £2.00 late fee for any delay collecting your child between 10-30 minutes. Anything above this will be charged at the fees rate.

- The government funding is not intended to cover the cost of additional hours, services, meals or consumables. The pre-school reserves the right to charge for wrap-around fees (hours above the funded allowance) plus 'expected fees' for snacks, trips/visits and forest school sessions. Should parents elect to not pay the termly expected fee then they must provide their own child's snack which must be fruit/vegetable based. Their child will also not participate in forest school sessions or trips/visits. The expected fees are £15 per term for children in their pre-school years and £25 per term for children in their nursery year (last year with us prior to starting school). If parents experience difficulties meeting the cost of these additional services, please speak to the manager.

## **FUNDING**

### **Free Early Years Provision (Universal Funding)**

We adhere to the local authority's code of practice whilst delivering the free early years provision. This states that all children become eligible for the free early years provision the term after their third birthday using the following national cut off dates 31<sup>st</sup> December, 31<sup>st</sup> March and 31<sup>st</sup> August. All children receiving free early years provision are entitled to 570 hours taken over a minimum of 38 weeks. We are open for at least 38 weeks per academic year. Parents are able to split the free provision between two settings if necessary, providing that the total number of hours claimed does not exceed the 570 hours due per year. The Trinket Box pre-school is able to offer the provision flexibly in the following way over a 38 week period (term time only) :-

- 5 x 3 hourly sessions per week (am or pm or mixture of the two)
- 3 x 3 hourly sessions plus wrap around care of 45 minutes per day plus 1 x 3 hour session
- 2 x 3 hourly sessions back to back to give a 6 hour day, twice a week, plus one other 3 hour session (this enables the child to stay over the lunchtime at no additional wraparound charge). For this option parents are asked to choose one of the following time slots (9.00am-3.00pm/9.30am-3.30pm). Parents can either provide a packed lunch for their child or purchase a school packed lunch for an additional £1.50. This is payable on a daily basis at the point of order.
- 2 longer Pre-school days (8.45-3.30pm). This would only enable you to use 14 hours of your allocation and so one hour would be forgone.
- In order to receive funding, the parent must provide evidence of the child's date of birth, namely the birth certificate at enrolment. Parents will be required to fully complete and sign a Parent Declaration Form each term that funding is claimed.
- Funded sessions whether universal or extended cannot be swapped for alternative sessions should the child be absent or the pre-school be closed for any reason.
- We are required to monitor your child's attendance and inform the Local Authority if the attendance falls below 90%. Please inform us of any reason your child is unable to attend.

- You should ensure that your child attends the setting for the number of funded hours you have requested. The provider is entitled to terminate the funding agreement if your child does not attend regularly and you do not inform the provider of the reason for absence.

### **30 Hours Offer (Extended Funding)**

In addition to the early years free provision (universal funding) some working families may qualify for additional funding (extended funding) to help with childcare costs should they meet the following criteria:

- each parent (or the sole parent in a single parent family) earns on average, the equivalent of 16 hours on the national minimum wage per week, and no more than £100,000 per year.
- Whilst we endeavour to meet all parents needs, we do have limited childcare places overall. Therefore, places once the admission criteria are met, will be on a first come first served basis. Priority for the 30 hours will be given to all parents if your child is already with us prior to September.
- 30 hour funding can be split between two providers. Parents will need to advise at which setting they are accessing their universal/extended funding as differentiation between universal and extended is required on the parent declaration form.
- If parents wish to increase the number of funded hours their child is accessing after the headcount date, the pre-school will charge for the additional hours until the next funding period starts. At that time the additional hours can be claimed providing the entitlement criteria is met.
- Children will not be funded if they move settings during the funded period except for exceptional circumstances which must be agreed by Southend Borough Council Head of Early Years.
- Funded hours are a free provision and do not have any monetary value for parents.

The application link for the 30 hours is <https://childcare-support.tax.service.gov.uk/>

**If you qualify for the extended 15 hours funding, making your funding up to 30 hours, you must have an eligibility code issued by HMRC. This is valid for 3 months and then you must re-check your eligibility every 3 months from then on. The codes must be given to us to validate and this must be entered onto your funding form each term.**

**If your circumstances change and you for instance lose your job and are no longer eligible, there will be a grace period to allow you to ‘become eligible again’. If within that timeframe you have not become eligible again, the extended part of your funding will cease and the universal part (15 hours) will only be applicable. You will have to stipulate on your funding form where you are claiming each type of funding if the 30 hours is being used.**

### **Early Years Pupil Premium**

In addition to the free early years provision (universal funding), the government have introduced ‘early years pupil premium’. This is a funding amount that can be claimed by us to help support the children. The aim of the early years pupil premium is to help narrow the attainment gap between young children from families on a very low income and their peers, setting them on a path to a more successful future. Only some families will be eligible and the qualifying criteria is set out on the following website:

**<https://www.gov.uk/get-extra-early-years-funding>**

- There is a section on the funding form relating to Early Years Pupil Premium and the council will check your eligibility automatically once your parent declaration is completed.

### **Disability Access Funding**

Three and four year old children who are currently in receipt of Disability Living Allowance and are receiving free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the childcare provider at a fixed annual rate of £615 to provide additional resources to support the child. More information regarding this can be found at:

**<https://www.gov.uk/get-extra-early-years-funding>**

### **2 year funding**

We offer the provision for 2 year funding, through the Local Authority. This is dependent on the financial situation of the family and whether the qualifying criteria is met. Please ask for further details.

### **Supporting Parents with Childcare Costs**

If parents would like to see which funding opportunities would suit their family circumstances, please see:

**<https://www.childcarechoices.gov.uk/>**

**\*This policy is approved by the Committee and reviewed annually\***