

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 **Southend's Children and Families Information Point**, our website being (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.

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 31st December, 31st March and 31st 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.

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 is met, will be on a first come first served basis. Priority for the 30 hours will be given to all eligible parents if your child is already doing 30 hours with us prior to September 2017.

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 upto 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 below:

Qualifying Criteria- you will need to be in receipt of one or more of the following benefits:

- Income support
- Income-based Jobseekers Allowance
- Universal Credit
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

There is a section on the funding form relating to Early Years Pupil Premium.

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.

Increasing Sessions

- If a parent/carer decides after the headcount date in the term that they want to increase the number of hours of the free early years provision their child is accessing, the onus will be upon the parent/carer to pay for these extra hours for the rest of the term. The free provision will then be adjusted at the beginning of the next term when the parent/carer will need to sign a revised declaration form.
In accordance with our delivery of the free early years provision we are required to monitor attendance. Parents should inform us of any reason for non attendance whilst claiming the free provision. We are required to inform the local authorities if attendance is not regular but you are claiming for the free nursery provision ie. claiming for a free session but not using it.

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)

This policy is approved by the Committee and reviewed annually