



## The Colourful Caterpillar Preschool (TCC Preschool)

### 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.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

#### Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- 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.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the activities of the setting.
- We make our Valuing Diversity Policy widely known.

- 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.

## **Waiting List**

We arrange our waiting list in date of birth order. In addition our policy may take into account the following:

- Siblings already attending the pre-school
- Length of time on the waiting list
- Whether a child is attending another pre-school or nursery

We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

## **Pre-school Sessions**

Children may attend TCC Preschool for 2 – 5 sessions per week. Only in exceptional circumstances will we admit a child for only 1 session a week. Dependant on spaces, in the summer term we do offer 1 session to summer born children so they can start before September.

We aim to move children to morning sessions the term of their 4th birthday. This depends on availability and due to infant school intake procedures very few or no sessions become available for the Summer term. There is no difference between the morning and afternoon sessions.

## **Notice Period**

You must give half a terms notice in writing if you wish your child to leave the preschool. This is not required when transferring to Primary School.

## **Fees**

If paying fees for your child, either because they do not qualify for funding or if you are paying for additional sessions, you must pay for the full half term you are billed for.

This is regardless of whether they are attending all of their sessions in that half term.

## **2 Year Old Funding**

Some 2 year olds are entitled to government funding. To be eligible for this funding a parent/carer must be in receipt of one of the following eligible benefits or meet the following criteria:

### **A. Economic Criteria**

- Income support
- Income based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Child Tax Credit, but not Working Tax Credit and have an annual income not exceeding £16,190 as assessed by HMRC
- Employment Support Allowance (Income Related) (ESA(IR))
- Working Tax Credit four-week run on
  - The family receive Working Tax Credits and have annual gross earnings of no more than £16,190.
  - The family receive Universal Credit and have annual gross earnings of no more than £16,190.

### **B. Special Educational Needs (SEN) Criteria:**

- The child has a current statement of Special Educational Need (SEN) or an Education, Health & Care Plan.
- The child attracts Disability Living Allowance (DLA).

### **C. Looked After Child (LAC) Criteria:**

- The child is looked after by the Local Authority.
- The child has left care through special guardianship or an adoption or residence order.

The Preschool will aim to keep 2-4 afternoon sessions per day for 2 year olds qualifying for funding. They will be offered on a first come, first served basis. In certain circumstances and dependant on availability we will offer up to 7 places for 2 year funded children.

Once these spaces are filled additional 2 year olds with funding will be placed on our waiting list until a space becomes available.

If there are no 2 year olds with funding in the Summer term, these sessions will be offered to existing children.

