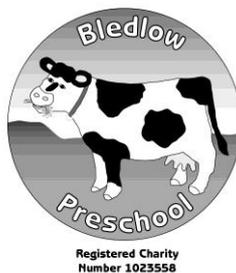


## Admissions Policy Statement

It is Bledlow Pre School's 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.

### Key Facts

- In Buckinghamshire, the academic year is from September to August. Children usually start primary school in the September of the year in which they turn 5 years of age.
- Bledlow Preschool provides care for children aged between 2 years and 5 years of age or to the point at which they start Primary School.
- Bledlow Preschool operates 38 weeks of the year and closely follows, but is not exactly the same as, the standard Buckinghamshire County Council academic year. Our term dates are available from our web site or by applying by email to [admin@bledlowpreschool.com](mailto:admin@bledlowpreschool.com).
- We are open 5 mornings a week with 4 afternoon sessions a week. Please check the web site or email to [admin@bledlowpreschool.com](mailto:admin@bledlowpreschool.com) for times of our current sessions.
- Children are considered eligible to start at Bledlow Pre School the half term after they turn 2 yrs.
- Our children come typically come from Bledlow, Bledlow Ridge, Saunderton, Horsenden, Longwick, Chinnor and Princes Risborough.
- After leaving Bledlow Pre School, children typically attend Primary Schools in Bledlow Ridge, Chinnor and Longwick
- Early Years Nursery Education Funding (NEF) is provided from the Government via the County Council. Every child is eligible for up to 15 hours funded per week for 38 weeks a year starting the term after their child turns 3. A further 15 hours of funding per week is available to families who meet the qualifying criteria, for more information please contact [admin@bledlowpreschool.com](mailto:admin@bledlowpreschool.com).
- We take children who are eligible for Funded 2's free places. Families can find out if their child is eligible for funding on the Buckinghamshire County Council website.
- Places for children under 3 are limited and we strongly recommend that the child's name is put on the waiting list as soon as possible.
- A child must attend a minimum of 2 core morning sessions. A child must also attend a minimum of 3 morning sessions if wishing to attend an afternoon session.
- We offer supplementary sessions, outside of the Flexible Funding Entitlement (FFE) for which fees are payable. These sessions are optional and do not affect entitlement to Government funded places.
- By government policy, you can share your FFE hours between a maximum of two providers (which can mean Bledlow Pre School and another preschool, day nursery, maintained nursery school or class, or registered childminder.)



## Procedures

- We ensure that the existence of our Preschool is advertised in places accessible to all sections of the community. We ensure that information about our Preschool is accessible, in written and spoken form in English. Where requested, we will try to provide information in different languages and in other formats.
- A child must attend a minimum of 2 core sessions. We have found shorter periods of attendance to be detrimental to the child as it impacts their ability to form relationships and settle into the group, and makes it more difficult for our staff to offer the developmental support and guidance they would like to do.
- Additional sessions are at the Practice Manager's discretion and are subject to availability.
- We will endeavour to offer each funded child the maximum number of hours possible and a minimum of 15 hours of childcare the term before they start school, subject to availability.
- Supplementary sessions may be available, for example, an early drop off and lunch club. Please speak to a member of staff for availability. Separate charges apply. Please see our Fees Policy for more details.
- We charge a deposit for all new registrations where a child is not eligible for funding at the time of the application. This fee pays for the administration involved in arranging for a place and will only be refunded if a place is not available two weeks before the child is due to start. It will not be refunded if the days offered are not suitable, or the child goes to another setting.
- NB: Payment of the deposit does not guarantee a child's place at Bledlow Pre School.
- Following the receipt of a valid application, including a Parent Declaration Form and Administration Fee (if applicable), the parent/guardian will be sent a letter confirming acceptance of the application and the child will be placed on an admissions list. The parent/guardian will then be contacted the term before the child is due to start and will be formally offered a place and asked to sign a Parent/Provider agreement which confirms the days and hours the child will attend the Preschool.
- We arrange our waiting list in order of length of time on the waiting list. When places become available, children already attending Bledlow Pre School are given priority to increase the number of sessions they attend should they wish to do so.



- Thereafter, places are offered on an individual basis to children wishing to attend Bledlow Pre School. We will assess each child taking into account the amount of time the child has been on the waiting list, their vicinity to Bledlow Pre School, the age of the child (priority will be given to older, funded children), whether siblings already attend Preschool. Every effort will be made to accommodate children wherever possible and as quickly as possible.
- Whilst we will endeavour to provide parents with the days of their choice, this may not always be possible.
- We offer funded places in accordance with the Code of Practice for Buckinghamshire County Council and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission as advised by Buckinghamshire County Council.
- Before a child's place is confirmed any necessary deposit must be paid and they will be informed in writing. They will then be issued with a 'starters pack' which includes, for example, a registration form, authorised person form, food allergens form and key contact info. All forms must be completed and returned to the Practice Manager at least two weeks before the child starts at the Preschool.
- Bledlow Pre School and its practices are welcoming and make it clear that fathers and mothers, other relations and carers, including childminders, are all welcome
- Bledlow Pre School 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 with our Preschool.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult periodically with families about the opening times of the setting to ensure we accommodate a broad range of family 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 Bledlow Pre School that provides stability for all the children.
- An annual admissions meeting will be held in July with the Chair and Secretary of the Committee and the Practice Manager. At this meeting the intakes for the following school year will be decided and any special circumstances considered.

Please also read our Fees Policy and our Valuing Diversity and Promoting Equality Policy.



This policy was adopted at a meeting of

Bledlow Pre School Committee  
and Management Team

Held on

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Signed on behalf of the provider

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Name of signatory

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Role of signatory (e.g. chair, director or  
owner)

Chair

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***This policy to be reviewed annually.***

***Next review due by***

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