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**Beaumont Community Preschool & Childcare Groups**

**Admissions, Fees and Funding Entitlement Policy**

***Policy statement***

It is Beaumont Community Preschool & Childcare Groups 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 where possible that the existence of our setting is widely advertised in places accessible to all sections of the local community.
* We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
* Spaces are offered on a on a first come, first serve basis, if we have a waiting list we may take into account:
* the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two-year-old children;
* the length of time on the waiting list;
* the vicinity of the home to the setting;
* whether any siblings already attend the setting; and
* the capacity of the setting to meet the individual needs of the child.
* We offer funded places in accordance with the Terms and Conditions for Early Years funding and any local conditions in place at the time.
* We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
* We describe our setting and its practices in terms that make it clear that it welcomes everyone within the local and surrounding communities.
* 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 describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in all the activities within our setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
* We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity and to ensure that no accidental or unintentional discrimination is taking place.
* We make our Valuing Diversity and Promoting Equality 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.
* Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

Children with SEND

* The manager must seek to determine an accurate assessment of a child’s needs at registration. If the child’s needs cannot be met from within the setting’s core budget, then an application for SEN inclusion funding must be made immediately.
* Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child’s safety, well-being and accessibility in the setting. If a child’s needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child’s safety at all times is paramount.
* At the time of registration, the manager must check to see if a child’s family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application.
* Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

Safeguarding/child protection

* If information is provided by the parents that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.
* Parents are advised on how to access the setting’s policies and procedures.

***Prior to attending the setting***

* After receiving a registration form we require this to come back to the setting as soon as possible but no later than 1 week prior to the agreed start date to enable us to complete any required documentation and ensure staff to child ratios are met.
* Once we receive your registration form you will be contacted by the child’s keyperson to introduce themselves and for a discussion about your child’s needs.
* If your child is due to attend the setting the following term, you will receive a confirmation email (if email provided) or we will send a letter outlining the confirmation of sessions, start date, time to arrive and pickup.
* We operate a password and collection system (included within the registration form) for safeguarding/child protection purposes we will not allow your child to leave the setting with anyone that is unknown to us and not on the collections list, does not have the password or who we have not been informed will be collecting your child. We have a separate collections policy please refer to this for more details.
* The consent form and terms and conditions must be read and signed before we will except the registration form a copy will be kept with your child’s registration form and one copy should be kept for your own records.
* We require you to supply a translatable format of your child’s birth certificate, passport or some form of sufficient identification as required under the Early Years Funding terms and conditions to obtain funding and to prove yours and your child’s identification. This must be given at the time of you supplying the completed registration form before the child can attend their session unless under exceptional circumstances where this cannot be supplied.
* When your child first starts the setting, you will receive an information pack/prospectus and other relevant documentation, these will explain how the setting is run, as well as information regarding payment of monies and receiving Early Years Funding.
* All information regarding your child will be kept in accordance to current Data Protection legislation (Please refer to Privacy notice and Data Protection information)
* Acceptance of a place within the setting is under the understanding and agreement that changes may be made where necessary regarding terms and conditions, fees and funding and curriculum/service changes including keypersons, however prior notice will be given at the earliest possible point where practical.

***Sessions***

* We are flexible about attendance patterns where possible 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 and where spaces are available and if the sessions are funded then these can only be changed at the beginning of funding periods.
* All sessions are allocated on availability and must be booked in advance with the settings management or office manager Nicole Breakwell (Manager), Kate Vass (Deputy Manager) or Leanne Smith (Office Manager), any agreed extra sessions can only be accommodated if staff to child ratios can be met.

***Fees and Funding***

***Funding***

Beaumont Community Preschool & Childcare Groups we offer 15 hours early years funding for all 3 and 4-year olds, this will start the term after a child turns 3 years old.

We can also offer 15-hour funding for eligible 2-year olds that meet the required government eligibility criteria,

We also offer the 30-hour funding for 3 and 4 years olds who meet the government eligibility criteria.

If your child is eligible for funding you will receive a funding form by the setting to complete each term. Funded places are offered in accordance with national and local codes of practice and adherence to the relevant Provider Agreement/Contract with the local authority.

Sessions are allocated on availability and any funded sessions are not usually able to be changed until the following term, however in some circumstances these may be changeable with agreed prior notice, and/or where this coincides with the local authority terms and conditions and funding periods

***2-year-old funding***

This can be obtained by the parent/carer based on meeting eligibility criteria set by the government.

* If you are eligible you will receive a 2-year funding reference number which you will need to provide proof of before starting the funded sessions.
* If eligible for 2-year funding this starts from the term after your child’s 2nd birthday

***30 hours funding***

The extended free entitlement (additional 15 hours) for 3 and 4-year olds is based on eligibility criteria set by the government (e.g. income requirements) and must be applied for by the parent/carer.

* If you are eligible you will be provided with an eligibility code from HMRC, you will not be able to start the extra 15 hours entitlement (separate to the national free early years 15-hour funding) until we receive proof of eligibility and have validated the code and the start date of eligibility.
* Parents/carers must reconfirm their eligibility with HMRC every three months before the entitlement period ends. If confirmation is not made this may affect whether your child will be able to continue to receive the extended offer, which can only continue until the grace period ends.
* Parents are encouraged to apply the term before your child meets the age criteria to ensure you can access this at the start of the term after your child turns 3 years old. If not, parents will need to wait until the following term to access your eligible 30 hours funded` place.

***Registration Fee and Deposits***

* If your child is not eligible to receive Nursery Education Funding, you are required to pay a £25 registration fee which is NON-REFUNDABLE.
* The registration fee entitles your child to receive our uniform which includes jumper, t-shirt; book bag and water bottle, these are not compulsory and are also available to be purchased.
* For any parent/carer that will be paying fees, a deposit of two weeks fees will need to be paid when they hand in their admission forms.

***Notice Periods***

* We require 2 weeks written notice via paper or email if you are planning to take your child out of the setting. If notice is not given, then any fees that are due for those 2 weeks will need to be paid for.
* If the child leaves the setting without giving 2 weeks’ notice, or the child's fees are in arrears this deposit will go towards paying that debt. If it is not used though, it will go towards paying a portion of the child's fees before they leave (i.e. 2 weeks).

***Late Collection of your child***

* Late collections of your child are recorded and monitored (Please see Uncollected child and Late Collections policy). A £10 charge may be incurred if you are continually more than 5 minutes late on 3 or more occasions when it comes to picking up your child from the setting, which may increase by £5 for every 10 minutes thereafter for example
* 5 minutes = £10
* 15 minutes = £15
* 25 minutes = £20
* Please note that after 30 minutes of non-collection of a child we will refer to the uncollected child policy and procedure.

***Payment of fees and invoicing***

* When your child first starts the setting, you will be offered visits to introduce and settle your child into the setting (Please see The role of the keyperson and settling in policy), when your child is on their visit days you will not be charged for these up to a maximum of 6 weeks settling in period unless your child has settled in prior to this, this will be discussed with you.
* Once your child officially starts, you will receive an invoice that covers the full term, we ask that fees are paid in advance, this can be done weekly, monthly or for the full term. The setting excepts cash payments, cheques and bank transfers.
* We are also able to except childcare voucher schemes.
* We are registered with Tax Free Childcare scheme.
* Fees are required to be paid even if your child does not attend the setting for any given reason such as sickness, holiday or parental choice (Although this may be at the discrepancy of the management under exceptional circumstances).
* In the event of severe weather conditions or incidences that cause concern for the welfare of the children, families and staff, no refund will be made in this event and no alternative sessions can be given.

***Late payments/Non-payment***

* Payment of fees are the responsibility of both parent/carers who sign the registration form and have parental responsibility for the child/ren
* If required payment for any payable sessions is not made you will receive a reminder that payment must be made promptly.
* If the matter of non-payment or continuity of late payment is not resolved, then this may result in any extra sessions being stopped or may result in the loss of the session space.
* If there are problems in making payments then the settings management committee will be informed, there may be the potential for a payment plan to be organised at the discretion of the management committee.
* If the matter of the setting not receiving any or minimal amounts to recover fees or an agreed payment plan is not maintained, then the setting will seek legal advice which may lead to legal proceedings.

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| This policy was adopted at a meeting of | **Beaumont Community Preschool & Childcare Groups** |  |
| Held on |  | (date) |
| Date to be reviewed |  | (date) |
| Signed on behalf of the management committee |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair/owner) |  | |