



Admissions Policy

Date: April 2023

Review Date: April 2024

Statement:

We at Pippins Preschool intend to make our setting accessible to children and families from all parts of the local community and surrounding areas regardless of ethnicity, gender, special education needs, disabilities, background, religion or competence in spoken English.

Please read in conjunction with our Fees, Pricing and Funding Structure.

Procedure

- All 3 and 4 year olds are entitled to 15 hours per week of free Early Education for 38 weeks a year, please see the chart below to find out when your child's entitlement begins;

A child born on or between	Will become eligible for a free place from
1 st April and 31 st August	Start of term 1, in September following their third birthday
1 st September and 31 st December	Start of term 3, in January following their third birthday
1 st January and 31 st March	Start of term 5, in April, following their third birthday

- We also take children at Pippins who are entitled to the Two Year Old Funding. To find out if you are eligible for this you can visit the childcarechoices.gov website;
- We also accept funding for the Extended 30 hours, please see our Fees, Pricing and Funding Structure for more information and visit the childcarechoices.gov website to find out if you are eligible;
- We accept childcare vouchers. Please see the childcarechoices.gov website for more information;
- Pippins Preschool welcomes all children from the local community and surrounding areas;
- We welcome all children and families regardless of gender, special educational needs, disabilities, social background, religion, ethnicity or English being a second language;
- We ensure the existence of our preschool is widely advertised and promoted in a multitude of ways to reach all sections of the community and surrounding areas, this includes a web page link, papers, magazines, notice boards in libraries and community centres and delivering leaflets;
- We provide information in clear, concise language, whether in spoken or written form;

- At Pippins Preschool we ensure high levels of communication with parents / carers and anyone else who shares caring responsibilities for a child. We also ensure that the staff communicate with one another about the care, development and welfare of the children;
- We ensure that we do not discriminate against a child with a disability or refuse a child entry to Pippins Preschool because of any disability;
- We offer a September intake only. We do not hold spaces for a January or April intake, however, if spaces are available we will gladly offer them throughout the year.
- Children may start at Pippins Preschool the September after they turn 2 years old;
- We take up to 18 children per session;
- Our waiting list operates on a first come first served basis;
- We reserve the right to consider applications for priority admission over our normal waiting list such as:-
 - Priority admissions follow a recommendation from an appropriate professional (for example a GP, Health Visitor, Social Worker or Speech Therapist) that entry to the preschool would be of real benefit to the child concerned;
 - Siblings of children who have attended Pippins Preschool in the past;
 - Children from the Leybourne Chase development are also given priority. This is an agreement we have made with the community development trust;
- A completed Session Request Form must be received in order to add a child to our waiting list;
- Once your child has been given a place at Pippins Preschool, we require a signed copy of our terms and conditions along with a completed registration forms;
- At present, children can attend as many or as little sessions as the parents / carers wish but we do have a 2 session minimum;
- Parents can request the sessions they would like, however we cannot always guarantee these sessions will be offered. We will try to be as accommodating as possible;
- We are flexible with how we deliver the 15 hour Early Years Free Entitlement.