



# **Admission Policy and Procedures**

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## **Introduction**

At Blean Primary School there are two admissions criteria dependant on the child's age:

Blean Primary School admissions                      4 – 7 years (YR R to YR 6)

Saplings Pre-school admissions                      3 years

## **Saplings Pre-school Admissions**

Our Pre-school welcomes children from the term after their 3rd birthday, with new intakes in September, January, and April each year depending on availability. We have 24 places available per session.

### **Our offer:**

<b><u>Option 1</u></b> <b>Full Time</b> (30 hours)	<b><u>Option 2</u></b> <b>Part Time</b> (15 hours) <b>with Additional Sessions</b> (up to 30 hours)	<b><u>Option 3</u></b> <b>Part Time</b> (15 hours)
Morning and afternoon sessions	Morning sessions with selected additional chargeable afternoon sessions	Morning sessions only
Monday to Friday 8.45am-2.45pm	Monday to Friday 8.45-11.45am  Optional: 11.45am-2.45pm	Monday to Friday 8.45-11.45am
Parents will need to provide their child with a packed lunch if they are attending an afternoon session.  Optional 2.45pm – 3.25pm £5		

**All children are expected to attend every morning 5 days a week from 8.45-11.45am minimum. This will be the children's 15 hours Universal Free Entitlement.**

## **Option 1: 30 Hours Extended Free Entitlement**

We offer places for children who are eligible for the 30 hours extended free entitlement. This is in addition to the universal entitlement of 15 free hours a week over 38 weeks for three and four-year olds.

Children of working parents who meet the income requirements can receive this free entitlement at Saplings Pre-school from the beginning of the term following their 3rd birthday.

To meet the requirements for this funding:

- both parents must be working (or the sole parent in a lone parent family is working)
- each parent must earn, on average, a weekly minimum equivalent to 16 hours (National Minimum wage or National Living Wage) or earn less than £100k a year.

Eligibility must be sought by the parents/carers through the digital childcare service. If eligible, they will be issued with an 11-digit eligibility code. Saplings Pre-school can only offer up to 30 hours free provision once an eligibility code has been issued to the parent/s prior to the academic term in which free provision is to start. This will then be validated by Kent County Council (KCC) to allow us to offer a place to the child.

Eligibility codes will be audited by KCC at six fixed points in the year. Parents/Carers must renew eligibility when prompted by HMRC and Saplings Pre-school will be notified if a child is no longer eligible for up to 30 hours free provision.

If a child is no longer eligible to receive funding for up to 30 hours free provision, the parents/carers will enter a grace period during which KCC will continue to fund a place for the child until the end of the grace period. KCC will contact Saplings Pre-school to notify us of any changes in eligibility. Children will still be entitled to 15 hours (5 morning sessions) of free provision each week. parents/carers will be given the option to continue with additional afternoon sessions at a cost of £20 per afternoon session, and a further £5 per day if finishing at the end of the school day (2.45pm to 3.25pm).

The government provides funding for 38 weeks per year. We will endeavour to ensure that each child receives their full entitlement throughout the year.

If you are not eligible for the 30 Hours Extended Free Entitlement, parents/carers will be given the option to purchase additional afternoon sessions at a cost of £20 per afternoon session.

### **Option 2: Part-time with Additional Sessions**

Saplings Pre-school offers the opportunity for children to attend selected afternoon sessions in addition to their morning session. parents/carers will be required to select the afternoon sessions that they wish their child to attend during the application process and will be charged accordingly (see table on page 3).

### **Option 3: 15 Hours Universal Free Entitlement**

All three and four-year-old children are entitled to 15 hours of funded nursery education each week with effect from the beginning of the term following the child's 3rd birthday up to a maximum of 570 hours per year. This consists of five 3 hour sessions per week. At Saplings Pre-school, we offer these five sessions a week from 8.45am to 11.45am. Parents do not need to apply for this funding; Saplings Pre-school will do this on their behalf.

### **Additional Information for Option 2 Full Time and Option 3 Part Time with Additional Sessions**

Sessions will remain fixed for a seasonal term (two school terms). Parents/Carers may add additional afternoon sessions at designated times throughout the year (to commence in September Term 1, January Term 3 or April Term 5 only). These will then remain fixed for a seasonal term (two school terms).

Parents/Carers that are eligible for up to 30 hours of free provision must apply for the actual number of hours that they wish their child to attend, including the 15 hours of morning sessions e.g. if attending two afternoon sessions, parents/carers will need to apply for 21 hours of funding. It is essential that this is stated when applying for the extended entitlement.

### **Admission Criteria**

As places are at a premium, official criteria will be strictly applied. Should more children wish to enter the Pre-school than there are places available, the Saplings Pre-school Admission Criteria is as follows:

1. Full time places

2. Sibling link (children who have a sibling attending Blean Primary School when they start and they live at the same address).
3. Blean Primary staff
4. Distance of Children's home address to School.

### **Procedure for Admission**

Application for the Pre-school is through an admission form which is available from the school or the school website.

We will allocate Pre-school places once it has been determined that a place can be offered in accordance with the admission criteria.

If a child is offered a place the parent must confirm acceptance directly with the school by the date stipulated in their offer letter.

Parents/Carers will be required to complete a statutory Parent Declaration Form for Free Early Education Entitlement.

### **Right to Withdraw a Place**

After a place has been offered Saplings Pre-school reserves the right to withdraw the place in the following circumstance:

- When a parent/carer has failed to respond to an offer within a reasonable time
- When a parent/carer has failed to notify the school of important changes to the application information
- The admission authority offered the place on the basis of fraudulent or intentionally misleading application from a parent/carer
- When a parent/carer fails to provide a copy of their child's birth certificate/passport
- When a parent/carer fails to provide a copy of their proof of address
- If a child's attendance gives cause for concern
- If payment for sessions has not been made within the timescale.
- If a child is not able to manage selfcare e.g. use the toilet or pull ups independently

**No wraparound care facilities are currently available for Pre-school children.**

### **Waiting Lists**

Parents/Carers of children who have not been offered a place at the Pre-school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available.

## **Uniform**

As Sapling Pre-school is part of Blean Primary School, all attending children will be expected to wear the school uniform, which consists of:

- yellow polo shirt or t-shirt,
- a brown jumper with school logo
- black/dark grey tracksuit bottoms,
- black trainers or black plimsolls

School Jumpers can be purchased from the [School Colours Direct](https://www.schoolcoloursdirect.co.uk/);  
<https://www.schoolcoloursdirect.co.uk/>

Polo shirts, t-shirts, tracksuit bottoms and footwear can be purchased from high street store or supermarkets.

## **Packed Lunch**

We encourage packed lunches be nutritious. Please refer to [NHS lunchbox ideas and recipes](#) and [Food for Life's packed lunches guidance](#) for packed lunch ideas.

Please provide an age appropriate food avoiding choking risks such as raisins, seeds, grapes, cherry tomatoes, popcorn or chunks/cubed food. Please refer to ['Early years choking hazards advice' from Food Standards Agency here.](#)

Please also be aware that Blean Primary and Pre-school are a nut free school.

## **Self Care**

We expect children joining our Pre-school setting to be able to manage their own self-care, i.e. cope independently in the toilet or use of pull-ups. We recognise that some children may have specific medical needs that make independent toileting difficult. If a medical professional has identified a condition that affects your child's ability to manage self-care, we will work with you to develop an intimate care plan tailored to your child's needs. This plan will be created in line with our school's intimate care policy, ensuring your child receives the support that they need.

## **Policies**

Further policies including safeguarding can be found on the school website.

**Admission to the Pre-school does not guarantee a place in Main School and Kent County Council's primary admission procedures will have to be followed.**

## Appendix 1

# **Pre-School Fees and Debt Collection Policy**

## **Pre-School Fees**

At Saplings Pre-school we believe in open communication with all parents/carers and staff. Therefore, this policy will assist everyone to understand our fee and charging system.

Fees must be paid in advance. Fees must be paid by the Monday preceding the week of attendance. Fees can be paid up to two terms in advance.

**Payment Methods:** Fees must be paid using our online payment system, please note that we are a cashless school.

**Illness/Absence:** No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

**Closures Due to Unforeseen Circumstances:** No refund will be given in the event of a Pre-school closure due to unforeseen circumstances e.g. bad weather raising health and safety concerns.

**Late Fee Payments:** In case of a late payment, non-refundable late payment fees will be applied at £50 per child per week. Continued late payment will result in withdrawal of the afternoon place.

**Difficulty with Payments:** Parents/Carers may face financial difficulties and, understandably, would like as little disruption to their child's care and education as possible. Parents/Carers who experience such difficulties should contact the School Business Manager as early as possible to reach a suitable agreement for both parties.

## **Debt Collection**

The Governing Body has a duty to ensure the school receives all the funds to which it is entitled including Pre-school fees. The Governing Body will **not** write off any debt. A full record will be kept of debts owed to the school for the current year plus six years. This will include all letters requesting money, reminders and invoices. We will refer uncollected debts to the Local Authority (LA) to consider



legal action. LA Maintained Nurseries/Pre-school and school debts are by extension, debts to the LA.

### **Roles and Responsibilities Regarding Debt Collection:**

The School Business Manager will ensure that:

- evidence of steps taken by the school in pursuance of debt is recorded including dates and times of both letters and phone calls
- the process for pursuing Pre-school fee debts is followed
- the privacy of the family involved will be respected and only made known to those who need to know

The Governing Body:

- has delegated its responsibilities under this policy to the School Business Manager.
- will prescribe and regularly review the arrangements for debt recovery.

### **The Process for Pursuing Pre-School Fee Debts:**

**Stage 1:** A verbal debt notification will be made if possible, as soon as payment is late and a Debt letter will be sent. The child will not be eligible to attend the afternoon session/s the following week until payment has been made.

**Stage 2:** If payment has not been made by the 9<sup>th</sup> day of debt, a second Debt letter will be sent allowing a further seven days for debt payment.

**Stage 3:** If payment is still outstanding by the 17<sup>th</sup> day of debt, a Local Authority Action letter will be sent and your child's afternoon place will be withdrawn.

## **Pre-school Late Collection of Children and Late Collection Charges Policy**

**The late collection policy applies to all parents/carers whether receiving funding or self-funded, attending am sessions only or attending am and additional pm sessions.**

### **Late Collection**

Children must be collected promptly at the end of a session/day as late collection will impact upon staffing arrangements. If your child is collected late from an am. session, this will mean that the child will be present during the lunch time and afternoon period and relevant charges will be automatically applied. Parents/Carers need to be aware that we are unable to provide food at this short notice.

### **Care Procedure**

If a child has failed to be collected and no contact has been made with the parents/carers and Pre-school, the school will follow their safeguarding procedure.

### **Late Collection Charges**

Should a parent fail to collect their child within 5 minutes of the session/day end with or without contact being made, a late collection fee of £20 will be charged and a further £10 per every 5 minutes thereafter.

Late collection charges are to be paid via our online payment system no later than 7 calendar days after the child has been collected late. If payment has not been made by the 9<sup>th</sup> day following the late collection, the process for pursuing unpaid Late collection charges will be adhered to.

### **The Process for Pursuing Unpaid Late Collection Charges**

**Stage 1:** A verbal late collection charge notification will be made if possible, as soon as the child has been collected late and a late collection charge letter will be sent.

**Stage 2:** If payment has not been made by the 8<sup>th</sup> day of debt, a second Late Collection Charge letter will be sent allowing a further seven days for debt payment.

**Stage 3:** If payment is still outstanding by the 17<sup>th</sup> day of debt, a Local Authority Action letter will be sent.