



Admissions Policy

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 accept funding for eligible 2 year olds. To find out if you are eligible for funding you can visit www.childcarechoices.gov.
- We accept funding for the Extended 30 hours, please see our Fees, Pricing and Funding Structure for more information and visit the [childcarechoices.gov](http://www.childcarechoices.gov) website to find out if you are eligible;
- We accept childcare vouchers. Please see the [childcarechoices.gov](http://www.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 20 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;
- 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.

All policies and procedures are reviewed annually or when required.