

Beetley and District Preschool

Registered Charity: 1181636

Admissions & Operation of Waiting List Policy

Statement of Intent

Beetley & District Preschool is open to all families in the local community. We are committed to providing inclusive, fair and transparent admissions arrangements that meet the requirements of the Early Years Foundation Stage (EYFS) and local authority guidance.

No child or family will be discriminated against on the grounds of gender, ethnicity, religion, disability, family structure or background.

Availability of the Policy

This policy is issued to all families as part of the registration process. It is also available on the Preschool website (www.beetley-preschool.org) or upon request from the Preschool.

Early Education Provision

Early education is offered for **38 weeks per year**, during school term times.

Provision is offered in line with statutory requirements:

- No session exceeds 10 hours
- There is no minimum session length (subject to registration requirements)
- Sessions are not offered before 6.00am or after 8.00pm
- Children may attend a maximum of two early years providers in one day

The Preschool operates:

- Monday – Friday, 8.30am – 4.00pm
- For children aged 2–5 years

Funded Early Education

Universal funded early education is available for all children from the term after their 3rd birthday until they reach compulsory school age, regardless of family background. This currently provides up to 15 hours per week (570 hours per year) over at least 38 weeks.

Eligible working families can access up to 30 hours per week (1,140 hours per year) of free childcare as part of the Free Childcare for Working Parents scheme. This entitlement can start from 9 months old for families who meet the criteria. Beetley Preschool accepts this entitlement from a child's second birthday.

Two-year-old funding is available for families who meet specific government support or income criteria. Eligible families can claim up to 15 hours per week (570 hours per year) from the term after their child's 2nd birthday.

We work in partnership with parents/carers to ensure, wherever possible, that funded hours are taken in a way that supports family working patterns and the child's wellbeing.

Help with Childcare Costs (Universal Credit and Tax-Free Childcare)

Some families may be eligible for additional support with childcare costs through government childcare payment schemes, including Universal Credit and Tax-Free Childcare. These schemes are **not early education funding entitlements** and are administered directly by HM Government.

Universal Credit (Childcare Element)

Families who receive Universal Credit may be able to claim back a proportion of their registered childcare costs through the childcare element of Universal Credit. Claims are made directly by parents/carers via the Universal Credit system.

Payments are made to parents/carers, who remain responsible for paying all childcare fees to the Preschool in accordance with the Fees & Charges Policy. The Preschool may be required to provide confirmation of fees and attendance to support a claim.

Tax-Free Childcare

Tax-Free Childcare is a government scheme that allows eligible families to pay childcare fees via an online childcare account. For every £8 paid in by parents/carers, the government adds £2, up to the maximum set by HM Government.

Beetley & District Preschool is registered with HMRC to accept payments through the Tax-Free Childcare scheme.

Parents/carers are responsible for:

- Applying for and reconfirming their eligibility with HMRC
- Ensuring sufficient funds are available in their childcare account
- Making payments in advance and by the due dates
- Informing the Preschool of any changes that may affect payments

The Preschool cannot accept responsibility for failed, delayed or suspended payments due to changes in eligibility or account status.

The Preschool does not provide financial advice but will support families by supplying information required by Norfolk County Council, HMRC or the Department for Work and Pensions where appropriate.

Additional Funding

The Preschool aims to identify children who may be eligible for additional funding, including:

- Early Years Pupil Premium (EYPP)
- Disability Access Fund (DAF)
- Special Educational Inclusion Fund (SEIF)
- Any other locally available funding streams

Applications are made in partnership with families and with parental consent. Funding is used to support improved outcomes for children.

Special Educational Needs and Disabilities (SEND)

The Preschool has arrangements in place to support children with special educational needs and/or disabilities (SEND), including early identification and graduated support.

Further details are available in the Special Educational Needs and Disabilities (SEND) Policy.

Admissions and Waiting List Arrangements

Children are registered on a waiting list when the Preschool is notified by a parent or carer that they wish their child to attend.

The waiting list is primarily administered according to date of birth, rather than date of registration. However, other factors may be considered, including:

- Children with identified additional needs
- Families newly moved into the local area
- Urgent or exceptional circumstances

All admissions decisions are made fairly and transparently. Final decisions are made by the Preschool Manager in consultation with the Committee, where appropriate.

Once a child reaches their second or third birthday, and a place is available, they may be offered a place at the Preschool. Where places are limited and several children are due to start at the same time, the Preschool will ensure that each child is offered at least one session initially, with additional sessions offered as soon as possible.

Session Capacity

Each Preschool session is limited to 22 places, made up of:

- 8 places for 2-year-olds
- 14 places for 3- and 4-year-olds

Ratios and staffing arrangements always meet statutory EYFS requirements.

Visits and Admissions Pack

Before starting, families are invited to visit the Preschool to meet staff and view the provision.

Each family will receive an Admissions Pack, which includes:

- Prospectus
- Registration form
- Privacy Notice
- "All About Me" form
- Information about early years funding
- Fees and Charges Policy

The Admissions & Operation of Waiting List Policy is available on the Preschool website.

Proof of Age

As part of the registration process, parents/carers are required to provide proof of the child's date of birth (e.g. birth certificate, passport, adoption certificate or NHS medical card).

The Preschool will record:

- The document seen
- The document reference number
- The date it was checked

No copies are retained, although documentation may be requested again if required for funding purposes.

Settling In

Parents/carers are welcome to stay with their child for as long as needed during the settling-in period. This may include part or full sessions, depending on the child's needs.

Further details are available in the Role of the Key Person Policy.

Partnership Working and Information Sharing

The Preschool works in partnership with parents/carers, other childcare providers, the local authority and relevant professionals to support children's learning and development.

Information is collected, stored and shared in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Parental consent is sought where appropriate.

Norfolk Flourish Pledge

The Preschool has made a Flourish Pledge, working in partnership with Norfolk County Council to improve outcomes for children and young people.

Volunteers and Helpers

A voluntary helpers' rota operates at the Preschool. One volunteer may attend per session, with one accompanying child visitor (e.g. a younger sibling).

This supports parental involvement and community engagement. Further information is available in the Use of Volunteers Policy.

Fees, Deposits and Notice

Once a place has been offered, accepted and attendance has commenced, fees become payable in accordance with the Fees & Charges Policy.

- A £10 deposit is required to secure a place
- The deposit is refunded within six weeks of the child's first day of attendance
- Parents are required to sign a registration agreement

Leaving the Preschool

The Preschool requires four weeks' written notice if a child is to leave, to allow funding to be transferred to another provider where applicable.

Places cannot be guaranteed if families wish to return at a later date, as this depends on availability and demand.

Governance

Beetley & District Preschool is a community group run by an elected Committee and registered as a charity. The Preschool relies on fees, funding and fundraising to operate and welcomes the support of families.

Related Guidance

This policy is written in line with the following guidance and legislation:

- Early Years Foundation Stage (EYFS) Statutory Framework (current edition)
- Early Education and Childcare Statutory Guidance for Local Authorities

- Early Years Entitlements: Operational Guidance for Local Authorities and Providers
- Working Together to Safeguard Children
- Norfolk County Council – Safeguarding Toolkit
- Norfolk Safeguarding Children Partnership procedures
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018

Policy Review

This policy will be reviewed at least annually or following any changes to legislation, statutory guidance, or preschool operations.

- **Policy reviewed on:** 31st January 2026
- **Next review due:** 31st January 2027
- **Reviewed by:** Hollie Durrant and Julie East

Date:	Review Date:
Signed:	Signed:
Print Name: (Chairperson)	Print Name: (Manager)