



# Ferring Funtime Community Pre-school

## 10.2 - GENERAL ADMISSIONS & FREE ENTITLEMENT

At Ferring Funtime we care for children between the ages of 2 and 5.

The numbers and ages of children admitted to the preschool comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities available at the preschool.

The setting operates a first come, first served policy for admissions. However, in cases of high demand and/or simultaneous applications for a place we will use the following admission criteria, applied in the following order of priority:

1. Looked after children.
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred preschool.
3. A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework.
4. Children who have siblings who are already with us.
5. Children whose parents live in the area.

We operate an inclusion and equality policy and ensure that all children have access to childcare places and service irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending childcare, parents must complete and sign an admissions contract and registration form. These forms provide us with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctors contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

### Free Entitlement (FE) for two, three and four year olds

At Ferring Funtime we currently provide free funded places available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance of your child reaching their initial eligible start date. This is the beginning of term following your child's second\* or third birthday for two-year-old FE and universal three and four-year-old FE. For the Extended Entitlement for working parents, this is once you have received your validity code from the DWP.

If you are eligible for the three and four-year-old extended entitlement\*\*, the same admission criteria apply for these hours as above.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded places we will discuss your needs and, as far as possible with availability and staffing arrangements, we will try to accommodate your wishes.

\*two year olds must meet eligibility criteria.

\*\*families must meet eligibility criteria

### EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive Practice	2.1 Respecting Each Other	3.3 The Learning Environment 3.4 The Wider Environment	

**Procedures**

- We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about pre-school is accessible in written and spoken form.
- Our preschool and its practices welcome fathers and mothers, other relations and other carers, including childminders.
- Our pre-school follows written policies stating how individuals will be treated, regardless of gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language. Our pre-school and its practices enable children, students and parents with disabilities to take part in the life of pre-school.
- We make our Equal Opportunities Policy widely known and it is available to parents, carers and visitors to the pre-school. Staff have a copy of the policy and the Family Folder is always available and placed in the lobby of the pre-school.
- 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.

**This policy was updated and adopted on** .....24<sup>th</sup> February 2021.....

**To be reviewed by** .....February 2022.....

**Signed on behalf of the pre-school**

.....*8Thwades*..... **Chair**  
.....*S.Cooper.*..... **Manager**