



SOAR



SHARE



STRIVE



SPARKLE



Little Foxes Preschool

Admissions to Preschool Policy

School Policy
Reviewed July 2023

Version:			
Review Cycle:	Annually		
Approval Level:	Governing Body		
Revision History:			
Approved By:	Governing Body	Date:	

Table of Contents

1	Sessions.....	3
2	Admissions	3
3	Little Foxes Oversubscription.....	3
4	Determining choice of sessions.....	4
5	Informing Parents regarding applications	4
6	Funding Available	4
7	Additional information	5
8	Changes/Cancellations requests	5

1 Sessions

Little Foxes Preschool is open 38 weeks of the year on a term time only basis. The dates will be emailed to parents, be available on the website and paper copies will be made available. There are 10 sessions per week with an option to stay for lunch. Parents are required to make a booking of at least 2 sessions a week.

Session Times are as follows:

- 8.50am - 11.50am (Morning Session 3 hr)
- 12.20pm - 2.50pm (Afternoon Session 2.5hr)
- 8.50am - 2.50pm (All Day session 6hr)

We currently accept children to start Little Foxes Preschool at the beginning of each Term (Autumn/September, Spring/January or Summer/April) for applications in the middle of the year, unless for exceptional circumstances, your child will have to wait until the next new term to begin attending Playgroup.

2 Admissions

Enquires about admission can be emailed to littlefoxesadmin@johnmoore.gloucs.sch.uk. We require the child's/children's name, date of birth, parent/carer name, address, contract details and whether there are any siblings at John Moore Primary School. This information will be kept electronically on our Family platform we use so we will include our Privacy Policy with all enquiries. We will add your child's/children's information to our interest list, but this does not constitute a promise of a place.

An application form for a place will be distributed electronically to all those on the interest list around Easter for the following academic year and should be completed by the deadline included in the email and application form. Paper copies will be made available to collect from setting. Notifications will be sent to parents/carers as soon as possible and places need to be accepted in writing.

Children are eligible to attend Little Foxes if they will have turned 3 by 31st August. (For September 2022, your child's date will be before 1st September 2019)

All parents and carers must be made aware that a place at Little Foxes Playgroup does not guarantee a place at John Moore Primary School and you must still go through the Gloucestershire County admissions procedure when the child/children reaches school age.

3 Little Foxes Oversubscription

Where there are more applications than places available the following criteria will be used to decide which children are offered a place:

1. A child in Rising 3's wanting a place at Pre-School.
2. 'Looked After' Children (as defined in the Education Act 2002)
3. SEND Children where we have the capability to provide a level of care necessary for the child.
4. Children with siblings who attend/will be joining Reception at John Moore Primary School or at Little Foxes Playgroup

5. Children of staff members at Little Foxes and John Moore Primary School.
6. Children who require a 'full time' place of 30 hours a week
7. Distance from Little Foxes Playgroup.

In the case of multiples, Children will be admitted or rejected together.

Using the above criteria, each application is always considered very carefully and the Headteacher's decision is final.

4 Determining choice of sessions

Parents will be asked to give preferences with regards to sessions when they apply for a place. These will be taken into consideration when allocating places, but they will be subject to availability and are not guaranteed. If the preferred session is unavailable, we will inform you of any alternative sessions.

5 Informing Parents regarding applications

When a place is available, Little Foxes Playgroup will let you know as soon as possible. If the demand is very high, applicants may be unsuccessful and will be informed of this. They will then have the option of being placed on the waiting list.

- An interest list will be kept with child's information by Little Foxes.
- The above admissions criteria will still apply to this interest list.
- Parents/Carers will be sent confirmations in writing if they are given a place, and this will need to be accepted.
- Parents/Carers should let us know as soon as possible that they no longer wish to remain on the interest list. With any emails we sent, we will offer the option to opt out of the list if no longer required.

6 Funding Available

2 year old funding – Achieving Two Year Olds (A2YO) Funding

We accept 2-year-old funding for 15 hours. We will need a copy of the funding code and/or email showing you have been accepted for this funding. Any hours, over and above the 15 hour per week entitlement, will be charged for at our currently hourly rate. Please note that non-payment of these invoices will result in a reduction of hours or the loss of your child's place.

From September 2024 – Working Families 2 year old funding

We accept 2-year-old funding for working parents for 15 hours. We will need your funding code, and the Date of Birth and National Insurance Number of the parent who made the claim. Any hours, over and above the 15 hour per week entitlement, will be charged for at our currently hourly rate. Please note that non-payment of these invoices will result in a reduction of hours or the loss of your child's place.

Universal Entitlement (15 hours funding)

All children are entitled to 15 hours funding the term after they turn 3. We can let you know when you will be eligible for funding. Any hours, over and above the 15 hour per week entitlement, will be charged for at our currently hourly rate. Please note that non-payment of these invoices will result in a reduction of hours or the loss of your child's place.

Extended Entitlement (30 hours funding)

Eligibility for the additional funded hours is determined by HMRC through an online applications and parents must apply every 3 months via the Government's Online Childcare Service. More information on eligibility can be found on the gov.uk website. The deadline for a terms funding is usually the end of the month before that term. For Example, for September 2024 you need to have applied by August 31st 2024. Any applications after this date will not be accepted by the funding portal and you will have to pay the usual fees.

Please note that non-payment of these invoices will result in a reduction of hours or the loss of your child's place.

If the child attends more than one setting and parents decided to stretch the funding over 50 weeks, there will be less than 30 hours available each week.

If a parent loses eligibility, they are usually issued a 'grace period' which means they can keep their childcare for a short period. We can let you know when your grace period is ending.

We will need your funding code, and the Date of Birth and National Insurance Number of the parent who made the claim for the Extended Entitlement Funding.

7 Additional information

Attendance is monitored daily and since places are limited, parent's/carers are advised that a poor record of attendance without good cause may lead to the child's place being forfeited to another. Funded places can also be reclaimed by GCC for poor attendance so you may be expected to pay our full fees if this happens. Warnings will be given to parents/carers before places are withdrawn.

Parents/carers are advised that their child be brought and collected to Playgroup by a responsible adult over the age of 18 years old. Parents/carers will need to provide emergency contact numbers.

A late fee of £5 per 5 minutes late will be levied if a child is not collected on time, the setting is used for Breakfast and Out of School club when it isn't used for playgroup so there is no early drop off or late collection available. Little Foxes reserves the right to charge a late fee or withdraw a place if parents/carers repeatedly collect their child late.

8 Changes/Cancellations requests

Any request for changes to allocated sessions must be made via email to littlefoxesadmin@johnmoore.gloucs.sch.uk or via Kaylie on Family. If Little Foxes can accommodate the change, then we will let you know and, unless in exceptional circumstances, the changes will take place after the closest half term, or later as required.

Little Foxes can sometimes accommodate one off bookings. Little Foxes require a notice of at least a week, except at the discretion of the manager. If the child is funded and does have additional hours available, parents/carers will be charged the normal day rates for their child's place for that session/sessions. You will be informed of the charge before applying the booking.

Parents/carers wishing to reduce hours or withdraw their child from the setting will be required to give one months' notice in writing of their intention.

With regards to places and allocations, including the withdrawal of places for reasons outlined above, the Headteacher's decision is final.