# Admissions Policy

(Also see Fees & Charging, Parental Involvement and Nappy Changing Policies)

At Little Oaks Pre-School we aim to ensure that all sections of the community receive accessible information and that our admissions procedures are fair, clear and open to all parents who apply for a place.

- The setting is widely advertised in places accessible to all sections of the community.
- Information about the setting is accessible, using plain English, in written and spoken form and where appropriate, provided in different community languages and in other formats on request.
- Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
- We allow Parents or Carers to express an interest in Little Oaks for their child with us from birth. They can be added to our Expression of Interest waiting list.
- Our waiting list is prioritised in the order of date of registration, places are offered on a first-come-first-served basis.
- Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE) and any local conditions in place at the time.
- Where it is financially viable to do so, a place is kept vacant for an emergency admission.
- The setting and it's practices are welcoming and make it clear that fathers, mothers, other relations, carers and childminders are all welcome.
- The setting and it's practices operate in a way that encourages positive regard for and understanding of difference and ability, whether gender, family structure, class, background, religion, ethnicity or competence in spoken English (as noted in our Parental Involvement Policy).
- The needs and individual circumstances of children joining the setting are monitored on our enrolment form, this ensures that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.
- As per the Providers Agreement we would not knowingly oversubscribe setting places at any point in the academic year. There are procedures in place to ensure this would not happen.

How we administer this policy is set out below:

REGISTRATION PROCESS

- In order to support our policy of making Little Oaks accessible to as many members of the community as possible and to ensure we do not discriminate on the grounds of children's birth date we will not formally accept registrations of children until the September following their birth. Parents can register their child with us from the time the Cohort Registrations open.
- Any parent who expresses an interest in Little Oaks prior to this date will be encouraged to complete an Expression of Interest form, providing us with email and other key contact details. On receipt of this form we will send an acknowledgement email within 1 week. We will send follow up reminders in advance, of the date and time to formally register their child along with our registration procedure.
- Cohort Registrations open the September 2 years prior (i.e. September 2025 for September 2027 cohort) and will be advertised on our website, via posters in the community, community social media groups, and local primary school newsletters. This list is not exclusive.
- Registering does not guarantee your child a place. (See 'Playgroup Places'). All terms of our Fees and Charging Policy apply; please see our policies on the website at www.littleoakspreschool.co.uk.

**PLAYGROUP PLACES:**

Places in Playgroup will be allocated based on registration date and the first 35 children to be registered will be guaranteed a place at Playgroup. As things can change from the Registration date (i.e. families can move away) we can take higher registration numbers. Confirmation of a place can only be given once the enrolment process has been completed.

Playgroup places are allocated the term prior to the child starting when we will email each person to ask what sessions they want. Parents and carers who registered first are given the initial choice of session times, we ask for a minimum of 3 sessions to start but will offer up to 10 sessions depending on availability. Breakfast and after school club are also available.

START DATES:

When contacted, parents are required to give a start date for their child (the term they would like their children to start). Arrangements will be made and staffing put in place for children to start as indicated by parents at Enrolment. If the start date is deferred by more than half a term, fees will be charged according to the sessions booked. Parents have the option to give half a term's notice (6 week's) at the time of deferral and the child's place and any sessions allocated will be lost. The child can be placed on a waiting list for Pre-school. Please note, there is no option to defer beyond Easter.

If a child is planning to start with us once they are in receipt of government funding, once again, arrangements will be made and staffing put in place to support this.

If the start date is then deferred by more than half a term, the place and sessions will be lost and the child moved to the bottom of the list/placed on the waiting list for a place.

Once a child has started with us and becomes entitled to funding, then additional sessions will be offered, where possible, to allow parents or carers the opportunity to take their full funding entitlement. If demand exceeds the number of additional places available, places will be offered with reference to registration date. There is no obligation to take all funded hours.

## FUNDING EXPANSION

As of September 2025 the funding offer expanded to allow working parents to claim up to 30 funded hours per week for their children ages 9 months and above. If your child is eligible for this funding or additional funding for families receiving other forms of government support, then an earlier start date will be offered in line with the start of their funding but only if we have a space available. This may result in a child attending Playgroup for more than one academic year. This process will be explained to the relevant parents and carers individually. There is no obligation to take the earlier start date and if the parents or carers wish, they can defer until later on in the academic year.

## 30-HOUR FUNDING

We do currently accept 30-hours funding for those families that are eligible BUT only if space is available. Children may split this additional funding between two settings, or a childminder, on top of the 15 hours which is funded the term after their 3rd Birthday. There are deadlines to apply for this funding in line with the council funding, to read more or apply please visit:
https://www.gov.uk/30-hours-free-childcare

## CHANGE IN CIRCUMSTANCES

Should family circumstances change, once your child has started with us at Little Oaks, (e.g. a change in working hours), we will do all that we can to accommodate these changes. This will be dealt with on an individual basis, in relation to session spaces available, the age/stage of development of the individual child and the eligibility of funding (i.e. 2 year/3 year or 30 hours). Any changes will be discussed between the parents/carers, Key Person and the Setting Managers but the final decision will always rest with the Setting Managers.

We are happy to admit children in nappies and we will work with parents to help the child become independent at using the toilet (see Nappy Changing policy).

For further information, please see our Fees & Charging Policy and visit the following website for funding information and eligibility criteria:

https://www.westnorthants.gov.uk/get-help-paying-childcare

**PRE-SCHOOL PLACES:**

(for the full school year, September to July, during which a child will have his or her 4th birthday)

If your child has a place in playgroup they will automatically move up to Pre-School, with the same hours your child has been doing in playgroup with the addition of summer born children who will be asked which extra hours they want for September the term prior
A judgement will be made each year, once places have been allocated for Pre-school, (as per the criteria set out above) and if any additional spaces become available they will be offered as "paid for"/ funded sessions, the cost of which will be set out in the 'Fees & Charging Policy'.

FEES:

See our Fees and Charging policy.

CHILDREN WITH SEND

- The Early Years Manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then the application for SEN inclusion funding must be made immediately.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinized by the setting manager to avoid discrimination and negative impact on the child and family. During the preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

**SAFEGUARDING/CHILD PROTECTION**

- If information is provided by the parents/carers that a child who is starting at the setting is currently, or was involved with social care, the designated safeguarding lead will contact the agency to seek further clarification.
- Parents/carers are advised on how to access the setting's policies and procedures

| Date of Review | Summary of Changes Made | Signed on behalf of the committee | Role of signatory |
|---|---|---|---|
| November 2025 | New Policy created to reflect new guidelines and compliance | | Committee Member |
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Policy effective from November 2025