



# Preschool Admissions Policy

**Swavesey  
Primary  
School**

Middlewatch, Swavesey, CB24 4RN

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## **Our Ethos and Values**

In alignment with Swavesey Primary School our ethos and values are underpinned by supporting our children to develop as life long learners. This starts in preschool where we encourage our children to be independent thinkers and independent in self-care becoming confident and able to express themselves freely in order to become school ready.

We do this through cultivating a nurturing and inspiring setting, where every child discovers the joy of learning through a broad and balanced curriculum. Our Early Years curriculum follows through into Reception and has been designed to ensure all our children, 2 to 5 years, acquire the skills and knowledge they need through an engaging environment to thrive, taking pride in all that they do.

### **Preschool Structure**

Our Preschool is part of Swavesey Early Years and Playwork Centre (EY&P Centre), which offers preschool and wrap-around care catering for 2.5 to 11 year olds. It is governed by, and part of, the Swavesey Primary school provision.

Staff work across the EY&P Centre providing care, support and learning opportunities across the two different settings within the full centre.

In our Preschool setting, we offer places to children from the term they turn 3 years of age until they start Reception and also for funded 2 year olds. We may also be able to offer spaces for children under 3 who are unfunded (see criteria details below).

Preschool sessions are:

- morning sessions (9.00am – 12.00pm),
- afternoon sessions (12pm – 3.00pm)
- all day sessions (9.00am – 3.00pm)

Our Early Years Preschool setting is open from 9am-3pm.

### **Admission Procedures**

It is our intention to make our setting accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures as set out in this policy. We also widely advertised our setting in places accessible to all sections of the community.

### **Funding**

Both funded and non-funded sessions are available at our preschool, being registered to receive the government's Early Years Funding and with our fees being set by the Swavesey Primary School Governors, which are reviewed annually.

Our Preschool admits: -

- Funded 4yr olds
- Funded and unfunded 3yr olds
- Funded 2yr olds from 2yrs and 6 months
- Unfunded 2yrs and 6 month children, who are potty trained

Please note that our EY&P centre is self-funded, with the preschool section being funded as set out above. Our Preschool cannot be financially supported by the public funds provided to the primary school through maintained school funding.

***Appendix A to this policy provides our Preschool Fees and Payment terms. Our most up to date rates can be found on our website EY&P funding page.***

### **Place Availability**

The number of places we can offer is based on the Ofsted requirements for a safe environment dictated by physical space and the number of staff available to ensure we comply with legal ratios.

- We support children and/or parents with disabilities to take full part in all activities within our setting, through joint information sharing, planning and reasonable adjustments where needed.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, where possible providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children and where staffing can accommodate this.

### **Place Allocation**

All applicants need to complete our admissions form providing **all** the information requested to support our admission systems.

Children will be placed on our waiting list which we arrange in order of date of birth. In addition, our policy may take into account:

- the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two year old children;
- the length of time on the waiting list;
- whether any siblings already attend the setting; and
- the capacity of the setting to meet the individual needs of the child.

Once a space is available, a place in our Preschool will be **provisionally offered**, but not guaranteed until the successful completion of a minimum of 3 settling in sessions have taken place. We want your child to feel happy and safe with us and to make sure this is the case, the staff will work with you during the settling in stage and offer additional support to your child if/when needed.

Settling in sessions are a collection of three one-hour visits where your child will be able to stay for an hour independently (three different occasions) to play, familiarise themselves with the setting and the staff. These sessions are designed to ensure our preschool is the right setting for your child, to ensure we have the staff available to support your child's needs and to support the allocation of a keyworker before their start date. We will also ask you to complete our 'Getting to know me document', to support us in helping your child to settle.

Parents are encouraged to visit the preschool with their child before the settling in sessions. We can also arrange a home visit (wherever possible) ahead of your child starting with us.

It is vitally important that you share all information with us about your child and their needs before and during the settling in sessions to ensure we have the right staff ratios and expertise to support them. We have the right to withdraw a Preschool place at any time if you fail to provide information, or provide false information, as requested through our application form and in discussions with you.

Should your child's needs require the support of staff in a 1:1 capacity then we will need to ensure that funding has been confirmed (either through SEND systems or parental payment) and the recruitment of a specified member of staff has been completed before your child can start with us. Whilst we endeavour for this process to be as timely as possible, and in the short-term staff members may agree to increase their hours to support. However, we cannot take current staff from their roles on a permanent basis as this would penalise children in the setting, or on the waiting list with expected start dates, due to the impact this would have on legal ratios and role expectations.

Once the settling in sessions have been completed, and all is in place to support your child, then a formal start date will be agreed with you.

## **Appendix A**

### **Swavesey Primary School Early Years and Playwork Centre Fees and Payments Terms**

Fluctuating attendance numbers within the centre can be difficult to manage, in particular to ensure that we have the correct ratios of staff to children. Because of this and to ensure the financial sustainability of the centre, we have the following terms in place with regards to payment of fees.

1. Fees are payable per child per session. Fees are only waived if a child is absent for sessions due to hospitalisation. If for any other reason your child cannot use a particular session, the fees are still due. You will still need to advise us that you are not using the space in order to eliminate looking for missing children.
2. Late payment fees will be applied to your account if you do not collect before the end of your booked session.
3. Sessions are booked through the EYandP Manager, Carol Panther. Sessions are updated on your SCOPay at the start of each month and notification of your balance sent to you. Payment for your balance is **due upon receipt of notification** and the full balance must be received by the end of the month. Your balance will be accessible on your SCOPay account at all times. In

the event of non-payment you will not be able to book future sessions until paid and your place may be offered to another family.

4. Should you wish to stop using EYandP, we require **4 weeks notice**.

5. Any discrepancy on SCOPay, and with your balance, regarding booked sessions must be brought to the attention of the EYandP Manager before the end of the month you are querying.

6. We are obliged by law to disclose accurate details to the Inland Revenue of the childcare provided to Parents or Carers who are claiming the Working Tax Credit Child Care element. We therefore strongly advise that you ensure that your claim to the Tax office matches the childcare we supply to you.

7. IF YOU ARE EXPERIENCING DIFFICULTY IN MAKING PAYMENTS FOR YOUR CHILDCARE PLEASE CONTACT OUR FINANCE OFFICE

### **Advance bookings**

For any initial booking made there will be a required deposit of 50% of the first month's cost of sessions and sessions will only be confirmed once this has been paid.

The sessions will be added to your SCOPay account and the remaining fees are due prior to the first session.

Where the cost of sessions will be funded, the deposit will be refunded once funding has been confirmed.

### **Deposit Refunds**

Should your circumstances change, and you no longer require your place, please notify us as soon as possible so that we can adjust staffing or offer your place to other families on our waiting list.

**Deposits are no longer refundable if notice is given within, or after, 4 weeks from the end of the previous term.**

For example, in 2025 if you booked sessions for your child for the summer term before the February half term, your deposit is non-refundable after 7<sup>th</sup> March 2025.