MC900057619[5]

Mucky Pups Pre-School

Admissions policy

Aim

This policy aims to ensure that Mucky Pups is to be as inclusive as possible in regard to our admissions. We provide funded places for those children who are entitled to it and to those who wish to use it. This policy outlines the settings approach to our admissions and our admissions criteria.

Availability

Mucky Pups Pre-School cares for up to 24 children per session between the ages of 2 and 4 years old. The setting operates in accordance with the EYFS statutory guidance in relation to legal space requirements and staff to child ratios. Due to this Mucky Pups can take up to eight 2-year olds and sixteen 3/4-year olds in each session. A 2-year-old cannot take up the place of a 3/4-year-old due to ratio requirements, but a 3/4-year-old can take the place of a two-year-old. This is therefore taken in to account when considering admissions.

Places will usually be offered on a first come, first served basis if there are spaces available within the age groups. If there is a waiting list other factors which the setting will take in to account when offering a place are:

* Children who already attend who wish to increase their sessions
* Children who have siblings who already attend the setting
* A child requiring a full-time place may take priority over a child wanting a part time place.
* Circumstances effecting the child’s welfare or the welfare of their families.
* The setting ability to provide the appropriate facilities for the welfare of the child, including appropriate staffing arrangements.

Prior to a child attending the setting, parents must fully complete and sign a registration form, a parental contract and a permissions list. These forms provide the setting with personal details relating to the child. All of this information remains confidential in line with GDPR regulations and the settings own GDPR policy. These forms include contact details for the child’s parents along with emergency contacts. It is the responsibility of the child’s parent/carer to ensure these details remain up date. Update forms will be sent out regularly these must be completed and returned by the date specified.

Funded places

2-year-old funding

Mucky Pups offers spaces to children who are entitled to the two-year-old funding. These spaces are dependent upon availability. No weighting will be given to a child who is or is not entitled to funding. It is the parent/carers responsibility to assess whether they will be entitled to the two-year-old funding. Mucky pups will provide parents with the appropriate information to check whether they are eligible upon request. The parent will receive a confirmation letter if they are eligible which will need to be brought in to the setting. The parent/carer will need to sign an agreement between themselves and the setting for the provision before the child takes up their place. Parents will need to let the setting know of their intention to use the funding before the start of the term. The funding only applies to a term time place (38 weeks) however the funding can be averaged out and used over 50 weeks per year. This funding is non-transferrable once received by the setting.

3-year-old funding (Universal Entitlement)

All children are entitled to 15 hours of funded childcare for 38 weeks of the year the term after they turn three. Mucky Pups pre-school offers spaces to children who are entitled to this funding. These places are dependent upon availability and are allocated on a first come first served basis. No weighting will be given to a child who is or is not entitled to the funding. It is the parent’s responsibility to inform the setting that they wish to use the funded hours before the start of the term. The funding can be averaged out and used over 50 weeks per year. The parent will need to sign a parental agreement between themselves and the setting before the child takes up their place. This funding is non-transferable once received by the setting.

3-year-old funding (Extended entitlement)

Some children are entitled to an additional 15 hours of funded childcare for 38 weeks of the year. These spaces are dependent upon availability and are allocated on a first come first served basis. It is the parent/carers responsibility to check whether they are entitled to the funding. Mucky Pups will provide parents with the appropriate information to check their eligibility upon request. Parents who are eligible will receive an eleven-digit code which will need to be given to the setting. The setting will not allocate a space for the additional 15 hours until it is confirmed that the child is eligible to the funding. The parent/carer is responsible for ensuring they re-submit their code as requested by HMRC. If a parent fails to do this and loses their funded hours the remaining hours are will need to be paid for by the parents/carer or give up the place to be reallocated to another child. This will not affect the child’s universal entitlement. The funding can be averaged out and used over 50 weeks per year. The parent/carer will need to sign an agreement with the setting before the child takes up their place. This funding is non-transferable once received by the setting.

Early years Pupil Premium (EYPP)

Some three and four-year olds are entitled to EYPP which is paid to the childcare provider to enhance the quality of your child’s early years’ experience by improving our teaching and learning. We request that all parents provide the information requested to check their eligibility for early years pupil premium. This will be through the Funding agreement form.

Date policy adopted on:2nd September 2019 Date for review: 2nd September 2020

Signed: Position: Manager