

Admissions Policy

It is our intention to make Little Jesters Preschool genuinely accessible to children from all sections of the local community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

Our admissions policy should be read in conjunction with the EYE (Early Years Entitlement) policy

In order to achieve this, we will: -

- Ensure that the existence of Little Jesters is widely known in local Communities via Local free leaflets and advertising posters are placed in widely accessible areas, in more than one language if appropriate.
- We will describe practices in terms which make it clear that all sections of the community are welcomed.
- We will ensure that the description of the setting and its practices demonstrates how the setting enables children and/or parents with additional needs to take part in the activity of the setting.
- We will monitor the gender and ethnic background of the individuals joining the group to monitor our intake and ensure it is representative of social diversity.
- We will ensure that information about our setting is accessible in written form to all. Where necessary we will try to provide information in spoken form, Braille, in more than one language, through signing or an interpreter.
- Children from the age of 2 years will be admitted in accordance with our Ofsted Registration.
- We will endeavour to be flexible regarding attendance to accommodate the needs of individual children and their families.
- We will keep a place vacant, if this is financially viable, to accommodate an emergency admission.

The waiting list will be monitored and reviewed regularly. The following factors will be taken into consideration in allocating places:

- The age of the child, eldest first
- Where 3- & 4-year-old places are available, hours will be prioritised for children who are eligible to access their Early Years Entitlement (EYE). This is also applicable to eligible 2 yr olds.
- Length of time on waiting list.
- Siblings already or previously attended the setting.
- The vicinity of the home to the setting
- For extended entitlement hours these could be prioritized for children already accessing the universal hours
- Children undergoing an EHC plan needs assessment ● Looked After Children

EYE places will be offered in accordance with the 'Early Education and Childcare Statutory Guidance for Local Authorities' DfE publication September 2017 (updated Feb 2025)

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Little Jesters in line with the General Data Protection Regulation 2018 and Ofsted Registration requirement under the 1989 Children Act.

We offer the following places:

5 places for 2¹s to 3 year olds - Which can be a mix of places for funded 2-year-olds (Disadvantaged Criteria and Working family eligibility criteria) of which can be a mix of 15/30 hours placements and fee paying 2-year-olds

15 places for 3- & 4-year-olds (Universal funding and Working families extended eligibility criteria) Which can be a mix of 15 hour / 30 hours placements and fee paying 3-4yr olds

Although these are the number of places that we adhere to, Little Jesters preschool will try to be flexible to meet fluctuating demands of the different age groups, e.g. we can increase the number of 2 years olds and decrease the number of 3/4 year olds and vice versa as long as the group can remain sustainable and able to operate the correct adult to child ratio

Payment

Fee payment is required monthly in advance by cash/ BACS or cheque

Little Jesters Preschool encourages prompt payment but recognises that at times some parents/carers may experience financial difficulties. Little Jesters will ensure that no child/children/families are penalised should this situation arise. Little Jesters will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/children to continue to attend. All financial matters will be dealt with the utmost sensitivity and consideration and in confidence.

Little Jesters operate a late payment charge, all parents/carers sign a contract stating that they will pay fees promptly.

If your child is away from Preschool e.g. illness, holidays etc, then fees are still payable as normal, as your child has been allocated this place.

In the event of non-payment:

- The Manager / Treasurer will liaise with the parent/carer concerned.
- A payment plan will be agreed if necessary.
- Where unmet payments continue after one month the school will liaise with the parent/carer to arrange payment options to resolve the issues
 - However, where there is no resolution, fees remain outstanding or the debt is increasing, the child's/children's place may be withdrawn.

Cheques should be made payable to Little Jesters Preschool.

Help with the cost of childcare

Please access the Family and Childcare Trust for information on the following;

- Working tax credits
- Universal credit
- Childcare vouchers
- Tax free childcare

Follow this link: <https://www.beststartinlife.gov.uk> for further guidance



Termination of Contract with Little Jesters Preschool

Should you wish to terminate your child's place at preschool, or make changes to your child's sessions

(move the day or times) we do ask that you give one-month notification in writing, this also applies to EYE funded children

This policy has been adopted by Little Jesters Preschool

Signed on behalf of the setting by:

Member of Little Jesters preschool committee

Date

Preschool Manager

Date

Review Date September 2026