

## **Schedule 1 Admission and Attendance Policy**

### **1. ABOUT THIS POLICY**

- 1.1 This policy does not form part of any employee's contract of employment and we may amend it at any time.

### **1. ADMISSIONS**

- 2.1 It is our intention to make our Pre-School genuinely accessible to children and families from all sections of the local community. In order to accomplish this we will:
- 2.1.1 ensure that the existence of the Pre-School is widely known in the local communities. We will place notices advertising the Pre-School in places where all sections of the community can see them, in more than one language if appropriate;
  - 2.1.2 arrange our waiting list in order of date of birth, however, in certain circumstances, with the agreement of the Pre-School Manager and Management Committee, children may be enrolled prior to older children already on the waiting list;
  - 2.1.3 make our Equal Opportunities Policy widely known; and
  - 2.1.4 be flexible about attendance patterns so as to accommodate the needs of individual children and families.
- 2.2 Bovingdon Pre-School Limited reserves the right to amend the waiting list with a view to the child's home location or circumstance.
- 2.3 *Registration process*
- 2.3.1 We endeavour to have no more than six children attending a first visit at any one time, however, should there be a backlog of children waiting this may exceed to a number agreed by the Pre-School Manager.
  - 2.3.2 A child's start date should be no longer than one week after the initial visit, unless prior consent given by the Pre-School Manager.
  - 2.3.3 No child should be given a start date that is less than one full week before a term breaking or which coincides with any visits of proposed new children.
  - 2.3.4 Ideally there should be no more than one child to start on the same day, in the same key group, unless in exceptional circumstances and the Pre-School Manager has agreed to take more than one.

### **3. 2, 3 AND 4 YEAR OLD FREE EARLY EDUCATION POLICY**

3.1 As a voluntary run Pre-School, we are part of the government funded scheme which entitles eligible children aged 2 to 4 years, up to 15 hours of free nursery education for 38 weeks of the year. This applies from the term after their second birthday until the child reaches compulsory school age (the term following their fifth birthday).

3.2 Bovingdon Pre-School Limited's aims of the scheme are:

3.2.1 to improve outcomes and narrow the gap in educational achievement between disadvantaged children and other children within Hertfordshire;

3.2.2 to improve outcomes for parents, signposting them to services and supporting them as appropriate; and

3.2.3 to increase the take up of the free entitlement for 2 to 4 year olds.

#### *3.3 Using entitled hours*

3.3.1 The free early education entitlement can be accessed at a maximum of two settings, as long as both settings agree to the arrangement, and used flexibly within the following limits:

3.3.2 The full 15 hours taken over a maximum of five days per week;

3.3.3 A minimum of 3 hours can be taken in one day;

3.3.4 A maximum of 3.75 hours can be taken in one day;

3.3.5 Lunch-Club included within the free hours limit.

#### *3.4 Registration Fee*

3.4.1 The Pre-School will not ask for a registration fee for any child receiving the free entitlement, however, should the child attend the setting for additional hours then a registration fee can be levied in respect of the extra hours.

### 3.5 *Parent Declaration Form*

- 3.5.1 A Parent Declaration form will be provided for each individual child at the beginning of each term during your child's entitlement; this needs to be completed and signed by a parent/carer and is required for audit purposes. The declaration confirms the number of hours each child is using per week.
- 3.5.2 Should the 15 hours be shared with another setting then the form must be signed by both Bovingdon Pre-School and the second setting.
- 3.5.3 If any parent/carer is not satisfied that they have received their free place or with any aspect of the way in which they have received their place they should contact [fee@hertscc.gov.uk](mailto:fee@hertscc.gov.uk), all complaints will be investigated and responded to within 28 working days.