



Rougham
Acorns & Woodlands

Church Road, Rougham, Bury St Edmunds, Suffolk. IP30 9JJ

Tel: 01359 271998

Registered charity no. 1124816

Registered with Ofsted no: EY390482

Admissions policy for RA&W Pre-school and wrap around care

Statement of intent

It is our intention to make our setting accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

We describe our Pre-School and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.

We describe our Pre-School and its practices in terms of how it treats individuals, regardless of their gender, sexual orientation, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

We describe our Pre-School and its practices in terms of how it enables children with disabilities to take part in the life of the Pre-School.

Methods

To achieve this aim, we operate the following admissions policy.

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will provide information in Braille, or signing through an interpreter.
- All children wishing to attend the Pre-School should enrol before a place is given.
- The earliest a child can start Pre-school is the term after they turn 2 years.
- We endeavour to offer places to all children who apply to us, however there is a limitation on available sessions. It is therefore recommended that any interest is registered as soon as possible. Where a place is not available for a child, we will maintain them on our waiting list.
- All registered children can retain their place in preschool.



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- If we cannot offer 15-30 hours to a funded child because we do not have the spaces, (any 15-30 hours in the pre-school week, and not just the hours requested), then a waiting list will be created on a first come first serve basis. We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our equal opportunities policy well known.
- We consult with families about opening times of the setting to ensure we accommodate a broad range of family needs.
- All Children can access wrap around care provided by Rougham Acorns and; Woodlands; this ensures that we accommodate a broad range of family needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children. If a child is going to be absent we do require parents to phone in and let us know. If a child is absent for 2 sessions in a row and we have not heard from the family, we will telephone to see if everything is ok. This is in line with Early years requirements.

2 year old funding

If you have a 2 year old child you may be entitled to 15 hours of free childcare per week during school term time.

Your child is eligible if you receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment Support Allowance
- Support through Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit and /or Working Tax Credit and earn no more than £16,190 per year
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit). Or if your child:
 - Has left care through Special Guardianship, or through an Adoption, Residence or Child Arrangements Order
 - Is a Looked After Child (LAC)
 - Has a current statement of Special Educational Needs (SEN) or an Education, Health and Care Plan
 - Receives Disability Living Allowance.



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Children who are eligible can receive their free childcare from the beginning of the term after their second birthday.

30 Hour Offer (for children aged 3&4)

From September 2017, all 3 and 4 year olds will continue to be entitled to the universal offer of 15 hours funded early years education, each week for 38 weeks of the year. The process for claiming this remains the same: Rougham Acorns & Woodlands (RA&W) will provide you with a Parent Authorisation Form (PAF) to complete and return to us and then we, as the Provider, will make a claim on your behalf to Suffolk County Council. It is imperative that you correctly complete the form and return it to us (with any required original identification) on or before the date shown on the accompanying letter. If your form is late and/or incorrect and misses the submission deadline, we are unable to claim your funded hours and will charge you directly for your sessions at RA&W's usual rates.

In addition to the universal 15 hours, eligible working families of 3 and 4 year olds will also be able to claim a further 15 hours care each week, for 38 weeks of the year. To check your eligibility, you should visit www.childcarechoices.gov.uk. If you are eligible, you will be provided with an 11 digit code from the HMRC. This eligibility check MUST be done before the end of the existing term (i.e., 31st December for the Spring Term) so that it can be validated. **Please note that even if you are eligible for 30 funded hours, sessions are subject to availability and whilst we will do our utmost to accommodate your requirements, it may not always be possible to do so.**

Your claim is made via RA&W using the same PAF and system used for the universal 15-hour offer. In addition, you will need to complete a consent form giving RA&W permission to validate your code.

Parents are then required to re-confirm their eligibility through their Childcare Choices account every 3 months and confirm this with RA&W in the term prior to that in which they wish their additional entitlement to continue i.e. check eligibility in November/December to be able to claim in the Spring Term (January).

If a child's parent(s) cease to meet the eligibility criteria, then the child will enter a 'Grace Period'. A child who drops out of eligibility in the first half of a term remains eligible until the end of that term. If they drop out of eligibility in the second half of the term they remain eligible until the end of the next term. See table below:



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Date parent receives INELIGIBLE decision on reconfirmation	Grace Period End Date
1 January – 10 February	31 March
11 February – 31 March	31 August
1 April – 26 May	31 August
27 May – 31 August	31 December
1 September – 21 October	31 December
22 October – 31 December	31 March

Tax Free Childcare Account

Tax Free Childcare is an online payment account, topped up by the Government, which parents use solely to pay their childcare costs. For every £8 that families pay in, the Government will make a top-up payment of £2, up to a maximum of £2000 per child per year (or £4000 for disabled children).

Tax Free Childcare will be available for children under 12 years old (under 17 years old for disabled children) and can be used to contribute towards your childcare costs here at RA&W including breakfast club and after school club. To be eligible, parents must be in work (including self – employment) and each earning at least £120 per week and not more than £100,000 per year. This offer is being introduced to parents with the youngest children first and gradually rolled out so that all parents will be able to apply by the end of 2017.

Visit www.childcarechoices.gov.uk to check your eligibility and set up your account. RA&W have already signed up to be able to receive payments from Tax-Free Childcare accounts and you can find our details by entering our postcode (IP30 9JJ) or our OfSTED registration number – EY390482, when online.

Early Years Pupil Premium

Early Years Pupil Premium (EYPP) has been available since April 2015 and allows RA&W to claim up to £300 extra each year for eligible 3 and 4 year olds. This extra money makes a big difference and helps us to further support the learning and development of your child by purchasing specific resources, facilitating staff training and providing 1:1 support amongst other things.

The eligibility criteria for EYPP is below – if you think you qualify, please indicate this on your Parent Authorisation Form (PAF) by completing the relevant section and we will check your eligibility.



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Eligibility Criteria for Early Years Pupil Premium:

If your family receives one or more of the following benefits:

- Income Support
- Income Based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit and **do not** receive Working Tax Credit and have an annual gross income less than £16,190
- Working Tax Credit 'run-on', paid for 4 weeks after a family stops qualifying for Working Tax Credit
- Universal Credit

If your child:

- has been looked after by the local authority for 1 day or more
- is adopted from care
- has left care through special guardianship
- is subject to a child arrangement order (formerly residence and contact order)

****Please note this funding is linked to your child's free early education only so cannot be used to reduce any childcare fees you might pay us.***

Disability Access Fund

There is additional annual funding available from the Disability Access Fund for **children** in receipt of Disability Living Allowance. This money helps RA&W to enhance the support they are able to offer children with Special Educational Needs & Disability. Please speak to a member of staff if this applies to your child.



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Signed on behalf of the Rougham Acorns & Woodlands Ltd

.....
(Co-ordinator)

Date:

Signed on behalf of the Preschool:

.....
(Chair of Committee)

Date: