

Admissions

It is the intention of Burwell Early Learners (BEL) to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- 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.
- We arrange our waiting list in order of registration and eligibility to start.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We make our Equal Opportunities Policy known.
- We consult with families about the opening times of the setting to ensure 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.
- We maintain the Early Years Foundation Stage recommended ratios at all times and will not allocate places that mean we are in breach of these.
- We accept universal 15 hour government funding for 2, 3 and 4 year olds the term after their second birthday if eligible or the term after their third birthday and require a count me in form to be completed.
- We accept the additional 15 hour funding on top of the universal funding for those that are eligible in our preschool (Seahorse) room only. Three and four year olds of working parents may be able to access an additional 570 hours free early education per year if they meet a certain criteria. For more information and to check eligibility, go to childcarechoices.gov.uk.

If you are eligible you will be directed to HMRC to apply and will be issued with an 11 digit code which you must provide to Burwell Early Learners. Burwell Early Learners will check the validity of the code before you take up your place. You will be reminded every 3 months by HMRC to confirm your details have not changed. The local authority will continue to make checks on the validity of codes and will let Burwell Early Learners know if your code is no longer valid. You will be granted a 'grace period' before your extended entitlement is no longer funded. In this case Burwell Early Learners will talk to you to discuss future arrangements.

Allocation of Places for BEL

- Forms for September sessions will be provided for existing parents before summer half term.
- We will allocate by choice order e.g everyone's first choice then move onto everyone's second choice etc.
- Where applicable full days will be allocated as one choice.
- Those children held on the waitlist will then be offered any remaining spaces.
- For enquires throughout the year we will allocate sessions as spaces allow.

Allocation of Places for ASC

- Application forms are available from the office.
- Sessions will be allocated on a first come first served basis subject to availability.
- Once allocated those sessions taken will remain in place for the child until year 6 unless we are advised that their needs have changed.
- Any later alterations to sessions will be reviewed and subject to availability.
- Where sessions requested cannot be offered we will place the child on our waiting list, and notify parents as soon as a place is available.
- When a space becomes available, priority will be given to existing members of the ASC (in order of requesting) and then any new members (in order of requesting).
- No more than 4 places in any session will be taken by BEL pre-schoolers.

This policy was adopted at a meeting of Burwell Early Learners & ASC

Held on 7th November 2019

Date to be reviewed Nov 2020

Signed on behalf of the management committee

Name of signatory ELIZABETH SUSAN SWIFT

Role of signatory (e.g chair/manager) CHAIR

