

Community Pre-schools Admissions Policy

Including Free Early Education Entitlement (FEEE) requirements

Community Pre-schools is committed to providing fair, transparent and inclusive access to early years education and childcare for children and families in the local community. We welcome applications from all families and aim to allocate places in a way that is consistent, non-discriminatory and clearly communicated.

This policy applies to all admissions to Community Pre-schools, including funded and non-funded places, waiting list management, allocation of sessions and arrangements for children accessing Free Early Education Entitlement funding.

Aims

- To offer places fairly and consistently, taking account of available sessions, staffing ratios, room capacity and the needs of children.
- To support children and families with a positive transition into the pre-school.
- To ensure funded entitlement places are delivered in line with current government guidance and local authority requirements.
- To promote equality of opportunity and remove barriers to access wherever reasonably possible.

Admissions principles

Community Pre-schools will not discriminate against any child or family on the grounds of disability, race, ethnicity, religion or belief, sex, gender reassignment, sexual orientation, family status, language, culture, social circumstances or any other protected characteristic. Children do not need to be toilet trained before admission. We will consider reasonable adjustments and work with parents, carers, health professionals, the local authority and other agencies where a child may require additional support.

Applying for a place

Parents and carers may register interest by completing an application or registration form and providing the information requested by the pre-school. This may include the child's full name, date of birth, address, parent or carer contact details, emergency contacts, requested sessions, funding eligibility information and any relevant medical, dietary, accessibility or SEND information.

A place is not confirmed until the pre-school has received all the relevant paperwork to confirm the child's place, and the parent or carer has accepted the offer by signing the Parent Contract. Community Pre-schools may request evidence such as a birth certificate, proof of address, funding code, National Insurance number, parent declaration form or local authority eligibility confirmation where required.

Allocation of places

Places are allocated according to availability, the age of the child, requested sessions, staffing ratios, legal space requirements and the pre-school's ability to meet the child's needs safely and effectively. Where there are more applications than available places, priority will usually be given in the following order:

1. Children who are looked after by the local authority or previously looked after.
2. Children with an Education, Health and Care Plan or identified additional needs where the pre-school is named or appropriate support arrangements can be made.
3. Children already attending the pre-school who require continuity of provision or additional sessions.
4. Siblings of children currently attending Community Pre-schools.
5. Children eligible for funded early education places, including eligible two-year-olds and children accessing the universal or working parent entitlements.
6. Children living in the local community or attending linked local provision.
7. Date of application or registration.

Community Pre-schools reserves the right to vary priority in exceptional circumstances, for example where safeguarding, welfare, accessibility or continuity of care considerations make this necessary.

Waiting list

If no suitable place is available, the child may be placed on the waiting list. The waiting list will be reviewed regularly, and places will be offered as they become available. Being on the waiting list does not guarantee a place or specific sessions. Parents and carers should keep Community Pre-schools informed of any changes to contact details, requested sessions, funding eligibility or the child's needs.

Free Early Education Entitlement (FEEE)

Community Pre-schools delivers funded early education and childcare places in accordance with Department for Education statutory guidance, local authority provider agreements and any current funding terms. Funded places are subject to eligibility, availability and the pre-school's funded session offer.

Funded entitlements

The funded entitlements available in England include the universal 15 hours for all eligible three- and four-year-olds, the 15 hours entitlement for eligible two-year-olds receiving additional support, and working parent entitlements for eligible children from 9 months up to school age. From September 2025, eligible working parents may be able to access up to 30 funded hours per week over 38 weeks of the year, subject to government criteria and valid eligibility confirmation.

To find out what funding you are eligible for, search www.beststartinlife.gov.uk or contact Leicestershire County Council on 0116 3056545.

Eligibility and evidence

Parents and carers are responsible for applying for any funded entitlement that requires an eligibility code and for providing the pre-school with the required information before the relevant local authority deadline. The pre-school will validate funding codes where required and may ask parents to reconfirm eligibility in line with government requirements. If eligibility is not confirmed, lapses or is not reconfirmed in time, the funded place may be delayed, reduced, withdrawn or **charged as a privately paid place**, subject to any applicable grace period.

Funded hours and stretched offer

Funded hours are based on a maximum number of hours per week, either 15 or 30 depending on your eligibility and taken over 38 weeks of the year. Community Pre-schools operate term time only so cannot offer the stretched funding option. Funded hours cannot be carried forward, banked, exchanged for cash or used outside the agreed funded period.

Our opening times are: 8am – 3pm Monday to Thursday and 8am – 1pm on Fridays.

Charges, consumables and additional services

Funded entitlement hours are provided free at the point of delivery. Parents and carers will not be charged a registration fee, deposit, top-up fee or compulsory charge as a condition of taking up a funded entitlement place where this would be prohibited by funding rules.

Community Pre-schools does not charge for consumables. However, charges may apply for extra non funded hours at a cost of £6.00 per hour. A voluntary contribution will be requested for trips and outings as per the venue charge.

Splitting funding between providers

Parents and carers must tell Community Pre-schools if they wish to split funded hours with another provider. The total funded hours claimed across all providers must not exceed the child's entitlement. Parents and carers must complete and update any parent declaration forms required by the local authority so that funding claims are accurate.

Changes to attendance or funding

Requests to change funded sessions are subject to availability and may need to wait until the start of a new funding period. Parents and carers must notify the pre-school promptly of changes that may affect eligibility, including changes in employment, address, family circumstances or use of another childcare provider.

SEND, inclusion and accessibility

Community Pre-schools aims to include children with special educational needs and disabilities and to make reasonable adjustments so that children can access provision wherever this is safe and practicable. We will work with parents, carers, the Local Authority, health professionals and other agencies to assess needs, plan support and seek additional funding where appropriate, such as Disability Access Fund, SEND inclusion funding or other local arrangements.

Settling-in arrangements

Before a child starts, Community Pre-schools will gather relevant information from parents and carers and offer settling-in visits or a phased start where appropriate. Settling-in arrangements will be planned in the best interests of the child and may vary depending on age, individual needs, session pattern and family circumstances.

Attendance, absence and withdrawal

Regular attendance supports children's learning, development and wellbeing. Parents and carers should notify Community Pre-schools of all absence as soon as possible. Persistent unexplained absence may result in the pre-school contacting the family, following safeguarding procedures where necessary, and reviewing the child's place. Parents and carers wishing to withdraw a child or reduce sessions should provide notice in line with the Community Pre-school's terms and conditions.

This policy will be reviewed annually, or sooner if there are changes to legislation, statutory guidance, local authority funding requirements or the operational needs of Community Pre-schools. The managers of Community Pre-schools are responsible for ensuring the policy is implemented consistently and communicated to staff and families.