



## Admissions Policy

At Twiggs Lane Preschool it is our intention to make our setting accessible to all children and families from 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.

We are a Term time only Preschool and follow the Hampshire Term dates which include 5 inset days which are given to parents at the start of Term/When children start with us.

We are open for families to come and view our setting, with no obligation to register their child for a place with us, we understand that each setting offers something different for families.

When parents/carers choose to register their child for a place at our setting, they are asked to complete our online registration form, once we have this completed the manager will add the child to our registration file under the intake parents have requested, our system is worked on date of birth order.

Families will be contacted in advance before the child is due to start to arrange and confirm session times. Before children join us, we offer stay and play sessions for children to come in with a parent/carer and stay for an hour to see the preschool and meet their key person and the rest of the staff team. We also offer home visits where either the manager or deputy will accompany a member of staff (usually the keyperson) to visit the child's home before they attend.

We take children from the local community and surrounding areas on a first come first served basis due to high demand.

We take children who receive 2, 3 and 4-year-old funding, we offer places to children who receive extended entitlement too.

In extreme circumstances we reserve the right to reduce a child's sessions. This will only be done if it is felt the child is not coping with their sessions or if we have behaviour displayed that puts themselves or others at risk. We will ensure to work closely with the family to support the child and their family.

## Government Funding

All children qualify for funded education from the term following their 3rd birthday. This totals to 15 universal hours and can be claimed for without needing to apply on the gov website.

From September 2025 the new 30 hour 9 months- 4 year funding for working families came into effect which we also accept. ( please note we only take children 18 months – 4 years ) Please see <https://www.childcarechoices.gov.uk/> for eligibility.

Once your child is eligible, we will give you a form to complete each term in order to make your child's claim for up to 30 hours funding per week during term time only, for a maximum of 38 weeks per year. **The maximum number of hours each child is allowed to claim is 570 hours per year.**



Each child's eligibility of 30 hours per week (**570 hours per year**) can be shared between Twiggs Lane Preschool and one other nursery/pre-school/childminder during the same day, however, you can have up to four providers in total. Their details must be detailed on the funding form.

Once we have received the funding form, we will collate all the hours and liaise with any other providers before sending our claim to the local education authority.

**Please note term time is often longer than 38 weeks and any hours over eligible funding and eligible weeks will be charged at our hourly rate.**

### **When your child is eligible to receive universal 15 hour government funding (all children)**

Child's 3<sup>rd</sup> Birthday falls between:

1<sup>st</sup> April – 31<sup>st</sup> August - Eligible from 1<sup>st</sup> September (Autumn term)

1<sup>st</sup> September – 31<sup>st</sup> December – Eligible from 1<sup>st</sup> January (Spring term)

1<sup>st</sup> January – 31<sup>st</sup> March – Eligible from 1<sup>st</sup> April (summer term)

### **Disadvantaged 2 year funding**

This scheme is for Disadvantaged 2 year olds where families meet the eligibility criteria to receive early years education from the funding period after their second birthday.

This is part of a national offer from the Department for Education (DfE) and has been developed to improve outcomes for identified two year olds who would benefit from access to high quality early years and childcare provision.

Children who are confirmed as eligible will be offered up to 15 hours of early years education per week delivered over 38 weeks, totalling 570 hours for your child's eligible funding year.

### **Additional service charge**

The Government Early Years Education funding rates sadly do not cover the cost of providing this service. As a setting and this is true for all settings have been left to subsidize the difference between funding and the actual cost to deliver it. This is highlighted by the Department of Education (DfE) who state that '*Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of snacks, other consumables, additional hours or additional services*'.

Despite having high quality staff and receiving the highest funding rate available in Hampshire the funding rate hasn't kept up with the high increase in minimum wages over the same period. Historically, as a not for profit, charity run preschool we have not imposed a consumable charge for families in receipt of Government funding. However, as we are now facing increasingly rising costs to



deliver our service (energy bills, food, etc), and government funding has not kept up with inflation we find that in order to continue to provide this service we will need to make an additional service charge to those in receipt of government funding.

**We charge a Voluntary fee of £2.50 for half a day or £5.00 for a full day .** This will be reviewed periodically. This charge will cover snacks, Special arts and crafts, special celebrations, cooking, gardening, suncream, music and movement; this list is not exhaustive.

Any children in receipt of disadvantaged 2-year-old funding or Early Years Pupil Premium will be exempt from this charge

## Fees

Twiggs Lane Preschool provides a high quality, safe and stimulating environment for your children. We ensure that there is a high adult-child ratio. To maintain the sustainability and high care to your child/children we must ask families to respect and adhere to our fees policy.

The fees are reviewed annually by the Directors of Twiggs Lane Preschool, when reviewing the fees, the following is taken into consideration

- The preschools financial situation
- Future strategic plans
- Economic climate or other social consideration

Families will be informed via letter or email as and when the preschool will make the decision regarding a fee increase.

Preschool fees are due termly in advance and must be payable within 14 days of your child starting preschool. An invoice will be issued at the beginning of each term to inform parents/carers as to how much their child's fees are.

Payment plan options are available to ensure paying fees is affordable for all families.

Non-payment of fees could result in you being asked to reduce your child's sessions and as a last resort further action will be taken.

## Action/Procedure to follow if payments are not received on time

If preschool fees are not paid on time, then you will be invited to attend a meeting with the preschool manager, parents/carers will be offered guidance and various options to enable them to pay the fees, if necessary, you will be asked to reduce the number of sessions your child attends,

After the initial meeting a follow, up written reminder will be sent from the preschool directors 14 days later.

If payment is still not received, then further action will be taken and legal advice for the preschool will be sought.

Twiggs Lane Preschool would rather parents/carers come forward and discuss any financial difficulties if they arise with the preschool manager to avoid any of the above that is detailed in this policy.

All information is dealt with the strictest of confidence and will be dealt with accordingly.



**We reserve the right to charge a late payment fee of 10% of any fees outstanding.**

**Family holidays/brief spell of sickness**

Refunds are not payable in the event of sickness or absence for holidays as running costs remain the same

Review date: July 2026

Signed Manager: *R Copland*