



# **Waddingham Primary** **Pre-School Admissions** **Policy**

This policy was reviewed and received the full agreement of the Governing Board at their meeting in January 2026 and will be reviewed every three years.

Signed Chair of Governors:

Date Jan 26

Signed Head Teacher:

Date Jan 26

Little Acorns Pre School is open Monday, Tuesday, Wednesday and Friday between 9am and 3pm during termtime.

Little Acorns offers two year old funded places, three & four year old universal (15 hours) places and three & four year old extended (15 hours) places to eligible children, where places are available.

We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

#### Two year olds

Little Acorns offers the following pattern of provision for early education funded places: Up to 15 hours per week two year old funding for families in receipt of additional forms of government support over 38 weeks, or (if eligible), 30 hours per week for working families.

#### Three and four year olds

Up to 15 hours per week three & four year old universal funding over 38 weeks. Plus, (if eligible), an additional 15 hours per week three & four year old extended funding over 38 weeks.

Full details of these schemes and eligibility is available on the 'Best Start in Life Parent Hub'.

A child will be entitled to the additional funded hours from the term after both of the following conditions are satisfied:

- (1) the child has reached the age of three;
- (2) the child's parent has a current valid eligibility code from HMRC.

For example:

If a parent applies for and receives confirmation of eligibility from HMRC after 1 April, 1 September, 1 December, the child will be entitled to start their additional 15 hours from the beginning of the following term. This will not affect their access to the universal 15 hours entitlement.

Parents must go online to reconfirm details at the end of each funding period (they will receive an email from HMRC prompting them to do this).

If they are no longer eligible for the extended funding they will fall into a 'Grace Period'. This is a short period of time to give them the opportunity to find work or reconfirm eligibility.

Little Acorns will inform parents of the end of their grace period date.

This is when the funding for the extended hours will end.

Parents will continue to be entitled for the 15 hours universal funding.

Little Acorns will make arrangements with parents regarding ending or making alternative payments for their extended 15 hours.

HMRC can be contacted regarding any queries or appeals on 0300 123 4097 as Little Acorns and the local authority are unable to answer any queries relating to the online application system.

#### Parent declaration for early education funded places

Parents must complete a Parent Declaration Form before their child starts at Little Acorns and then annually at the start of each academic year to enable Little Acorns to

claim all early education funding that the child is entitled to. If parents make a change to their funded hours during the year, they must amend their Declaration Form and sign next to the change.

Parents must return the completed forms to Mrs Williams to secure the child's funded place for the following term.

Information that is provided on this form will enable us to access any additional funding that the child may be eligible for, such as Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF).

#### Registering the place at Little Acorns

To apply for a place at Little Acorns, parents must complete and return the application form to the school office or Mrs Williams.

They must provide original copies of documentation to confirm that their child has reached the eligible age for all early education funded places. For example, birth certificate or passport.

They must provide original copies of documentation to confirm that the child is eligible for two year old funding (voucher) or three & four year old extended funding (eligibility code).

Little Acorns will retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations.

Parents must indicate on the application form the pattern of attendance they would prefer.

#### Waiting list

If there are not enough places available for all applicants we will allocate places in the following priority order:

1. In order of date application received (starting from the earliest).
2. Children who have a sibling at the setting.
3. Children who will have their fourth birthday during the academic year for which they are applying to school and would only have the opportunity to benefit from three terms of nursery education.
4. Looked After Children (children in public care and as deemed under Section of the Children Act 1989)
5. Children who have exceptional medical or social grounds.\*
6. Children who live nearest to the setting measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of Little Acorns.

\*Parents must provide written evidence from relevant registered professionals i.e. a doctor or social worker. The evidence must demonstrate why our setting is more appropriate and what difficulties would be caused if the child were to travel to and attend alternative settings.

The waiting list will be maintained by Mrs Williams.

#### Shared Care

If we are unable to offer the child a place for all of their entitled funded hours, parents may wish to share their early education funding with another local provider.

We work in partnership with other providers to enable eligible children to access their full entitlement with planned transitions.

### Deposit

No deposit is charged to secure the child's place where they are only using funded hours.

### Notice periods

Parents are required to give a 4 week notice period for any funded and paid hours when deciding to withdraw their child from Little Acorns and will be invoiced for this period in the usual way.

### Top-up fee

Little Acorns will not charge parents 'top-up' fees (the difference between our usual fee and the funding we receive from the local authority to deliver funded places) or require parents to pay a registration fee as a condition of taking up their child's funded place.

### Optional additional hours

If you require any additional hours these may be purchased in line with our Charging policy where places are available.

Additional voluntary charges at Little Acorns includes providing healthy and nutritious snacks and meals at an affordable price. Please see our Charging policy for further details. If you do not wish to purchase any meals or snacks you must supply these for your child in line with our healthy eating policy.

### Invoices

Little Acorns will ensure that invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their funded entitlement completely free of charge and understand fees paid for additional hours.

### Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with Mrs Jenna Richards Headteacher using the normal complaints procedure.

### Review

This policy will be reviewed annually.