



Pre-School Admissions Policy

Person(s) Responsible:

Headteacher
Pre-school Manager
EYFS Link Governor

Formally adopted by the
Governing Body:

October 2024

Review date:

October 2025

Statement of Intent

We operate an inclusion and equality policy and ensure that all children aged between 2 and 4 years old have access to Pre-School places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents/carers.

Admission to Biggin Hill Primary Pre-School does not guarantee automatic admission to Biggin Hill Primary reception class. parents/carers must follow Bromley Admissions process when applying for full-time education.

All Fees are payable half-termly. Unfortunately it is not possible to refund fees for holidays or in the case of absence, as our overheads have to be covered at all times. If for any reason your child leaves during term time we cannot refund any remaining fees, Biggin Hill Primary requires four weeks term time notice in writing.

Criteria for admission to the Pre-School and Waiting List

Admission to Biggin Hill Primary Pre-School is on a first come first serve basis with the following exceptions:-

- Children who are in the care of the Borough of Bromley (Looked After Children).
- Children who have a Education and Health Care Plan which names the school.
- Children of a permanent member of staff.
- Current pupils wishing to increase their hours.
- Siblings (including foster brothers and sisters who live at the same address) currently attending Biggin Hill Primary School in the September of the year of their admission.
- Children who will be 3 the soonest in the academic year of their admission.

On completion of your returned application form you will be placed on a waiting list and contacted by the Pre-School Manager to confirm requested start date and attendance pattern. At this point a provisional verbal confirmation of start date may be offered, and if in agreement written confirmation will follow. If the Pre-School is oversubscribed you will be offered the opportunity to be placed on our waiting list. When a place becomes available, parents/carers of a child at the top of the waiting list will be contacted and offered a place according to the spaces available. If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

The main intake for Biggin Hill Pre-School takes place in September along with the new academic year and therefore there are very limited opportunities for enrollment during the academic year. Any in year admissions are subject to availability and follow our admission and waiting list criteria. Biggin Hill Pre-School are unable to guarantee or reserve spaces for in-year admissions; these spaces will only be filled by children on a current waiting list or those wishing to be placed on a waiting list for potential availability.

Parents/carers who accept a place will need to pay a deposit of £50 in order to secure the place (this should be paid via Arbor or cash). This will be refunded via a deduction on your first invoice or after completion of the first term. **(Please note if you are in financial difficulty Biggin Hill Primary do not want the deposit to prevent your child in accessing it's free childcare entitlement. All financial issues will be treated with the utmost discretion, please make us aware at the time of application.)**

All funded and paid sessions must be booked in advance and any changes or withdrawal of places must be made in writing. Parents/Carers are not obliged to give notice for funded hours, however, if parents/carers decide to remove their child from the setting mid year - we respectfully ask that you give as much notice as possible.

Regular booked paid sessions are subject to a 4 week term time notice period.

Ad hoc paid sessions require a week's notice and are subject to availability.

Prior to a child attending Biggin Hill Primary Pre- School, parents/carers must:

- Give a copy of the child's birth certificate
- Complete and sign a Parent Contract – stating the hours your child attends. This is an agreement to allow us to claim the government funded place
- Sign our terms and conditions in our admission form. These forms provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents/carers, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc

Providing government funded places - 2 year old funding, universal 15 hours and extended entitlement (30 hours).

All funded sessions are in line with the Government's Statutory Guidance and Local Authority requirements. When you register your child for their funded place, we will discuss your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes. We will try to accommodate hours needed or if changes to hours are needed, but this should be booked in advance.

Biggin Hill Primary Pre-School Free Offer & charges for additional time and/or consumables.

settings registered to accept government funding must have a free offer for 2, 3 and 4 year olds. Biggin Hill Pre-School offer is:-

All	U2YOW* 570 hours per academic year	TF2YO* 570 hours per academic year	2YOW* 570 hours per academic year	3&4YO Universal 570 hours per academic year	3&4YO Extended* 1140 hours per academic year
When:	We do not currently offer U2YOW	Monday to Friday 38 Weeks Term Time Only	Monday to Friday 38 Weeks Term Time Only	Monday to Friday 38 Weeks Term Time Only	Monday to Friday 38 Weeks Term Time Only
Offer:	N/A	Option 1 08:50 to 11:50 X 5 Days =15hrs per week Option 2 12:10 to 15:10 X 5 Days =15hrs per week	Option 1 08:50 to 11:50 X 5 Days =15hrs per week Option 2 12:10 to 15:10 X 5 Days =15hrs per week	Option 1 08:50 to 11:50 X 5 Days =15hrs per week Option 2 12:10 to 15:10 X 5 Days =15hrs per week	Option 1 09:10 to 15:10 X 5 Days =30hrs per week (Not including Consumables) Packed Lunch to be provided by Parent/ Carer.

Consumables^	N/A	£5 Half termly	£5 Half termly	£5 Half termly	£5.50 Per Day
Additional^^		Fee Paying Charges £8 per hour £24 per session (3hrs) £53 Per day Please see above for timings	Fee Paying Charges £8 per hour £24 per session (3hrs) £53 Per Day Please see above for timings	Fee Paying Charges £7 per hour £21 per session (3hrs) £47 per day Please see above for timings	Fee Paying Charges £7 per hour £47 per day Please see above for timings

*Eligibility code required.

^Consumables are: healthy meals, snacks, wipes, tissues etc. If a parent is unable to pay for consumables or if a parent wishes to provide their own, then the parent and provider can discuss alternative options on how/when a completely free place can be accessed. **Please note that parents need to bring packed lunches as we don't offer hot meals.**

^^This is optional.

*Eligibility code required,

Pre School Hours

AM Session 08:50 to 11:50

Lunch Session 11:50 to 12:10

PM Session 12:10 to 15.10

FEE 30 Hours offer 09:10 to 15:10 (Parent to provide consumables)

FEE 30 Hours offer Including consumables 08:50 to 15:10 (consumables provided) £5.50 per Day

All day sessions are available for 2YO/15Hr funded children with a £5.50 per Day consumables charge.