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## **ADMISSIONS POLICY FOR 2018 / 2019**

Effective from March 2018. Latest future review date: September 2018.

Written by Louise Kirby

### Contents

1. Policy Aims
2. Principle Setting Objectives & Responsibilities
3. Our Year Group Structure
4. Clarification
5. Eligibility for FEET & Universal [15 hour] Entitlement
6. Flexibility & Partnership Working
7. Session Availability & Combinations
8. Admissions Criteria & Process
9. Special Educational Needs, Disabilities and Social mobility & disadvantage
10. Quality
11. Charging
12. Appeals & Complaints
13. Recommended Session Progression
14. Outline Admission Procedures
15. Settling In

### Key Abbreviations

SCC = Surrey County Council

Kindiejoes = The Kindergarten at St. Joseph's

Parents = Parents and Carers

EYPP = Early Years Pupil Premium

## 1. Policy Aims

It is our intention to make our setting accessible to children and families from all sections of the local community through open, fair and clearly communicated policies and procedures.

This policy includes admissions criteria, procedure and communicates which sessions might be taken as free provision at Kindiejoes together with clarification concerning Local Authorities and/or other associated National Government documentation

We reserve the right to review and amend this policy if and/or when considered necessary throughout the academic year.

## 2. Principle Setting Objectives & Responsibilities

Our prime responsibility is the welfare and wellbeing of all children in our care as well as providing a safe environment in which our children can playfully learn. We offer a setting that promotes the child's education, building on the foundations of their language, social and emotional development, preparing each child for the eventful entry into full time education. Subject to session availability, we encourage children to join us as soon as practically possible when reaching two years and six months of age and build up their sessions by agreement between the Parents and Kindiejoes.

## 3. Our Year Group Structure

We define children into two year groups

- Pre School Year [PSY] - Children who will be 4 years of age during the academic year. In year 2018 -19 this means children born between 1<sup>st</sup> September 2014 and 31<sup>st</sup> August 2015 inclusive.
- First Kindergarten Year [FKY] - Children less than 4 years of age during the academic year. In year 2018 -19 this means children born on or after 1<sup>st</sup> September 2014.

## 4. Clarification

We accept the following funding

- ✓ the 15 hour entitlement for the most disadvantaged two year olds, (known in Surrey as FEET)
- ✓ the 15 hour entitlement for parents of three and four year olds (the universal entitlement)

We do not accept the following funding

- × the additional 15 hours funded childcare entitlement for working parents of three and four year olds (as described in the Childcare Act 2016).

## 5. Eligibility for FEET & Universal [15 hour] Entitlement

The following eligibility criteria apply for FEET & Universal [15 hour] Entitlement

**FEET** - Children who will be two by the 31 August 2018 and meet the eligibility criteria can apply to SCC for Two year olds (FEET) funding which offers eligible families up to 15 hours of free early education for 38 weeks a year. More information on the Surrey website <https://www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare/free-early-education-for-2-year-olds-feet>

It is your responsibility as Parent to approach SCC and establish your entitlement. Once in possession of proof of entitlement we will establish eligibility and claim funding as instructed by SCC. Places are offered to eligible two-year-olds on the understanding that the child remains eligible until they become eligible for the universal entitlement for three- and four-year-olds.

**Universal [15 hour] Entitlement** - All three and four year olds are entitled to up to 15 hours of free childcare and early education a week for up to 38 weeks a year. You can find out more information by checking the Surrey website <https://www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare/free-early-education-for-3-and-4-year-olds>

It is your responsibility as Parent to provide Kindiejobs with all necessary documentation and fully correctly completed in a timely manner. Parents are required to complete either a registration or declaration form at joining and at the beginning of each term. Kindiejobs will claim these hours through the Free Early Education Portal.

Should you fail to do this and funding is not collected from SCC then as Parent you have liability for full fees.

For either FEET & Universal [15 hour] Entitlement, Kindiejobs are required to check original copies of documentation (birth certificate or passport) to confirm a child has reached the eligible age on initial registration for all free entitlements. We are required to retain paper or digital copies of documentation to enable SCC to carry out audits and fraud investigations. Retained copies of documentation are stored securely and deleted when there is no longer a good reason to keep the data or after seven years as appropriate. Please refer to our data privacy policy.

## 6. Flexibility & Partnership Working

We work in non-commercial partnership with other local nurseries and childminders to offer parents information concerning other providers.

Kindiejoes also works in partnership with parents

- to improve provision and outcomes for children in our setting.
- to agree how a child's overall care will work in practice when their care is split across different providers, to ensure a smooth transition for the child.

## 7. Session Availability & Combinations

Please read this section in conjunction with section 8. Admission Criteria & Process.

We are a small individual setting with limited flexibility therefore each year group has limited number of spaces with associated session combinations relating to staffing resources [This assists us to facilitate co-ordination of a key person for your child, other operational matters and supports structured termly admissions]. In this way we aim to accommodate some children reaching two and half years of age throughout the academic year. Unfortunately we are unable to offer fully flexible places.

PSY & FKY year group has the option to apply for any combination of

- Long Day sessions [Monday to Friday]
- School Day' sessions [Monday to Friday]
- Mornings with Breakfast option [Monday to Friday]
- Afternoons with an extension option [Monday to Friday].

Note: Where sessions have a mixed year group, a level of partitioning in activities is maintained for educational purposes.

Other than the youngest new joiners [i.e. Two and half year olds] for educational purposes we insist you to take a minimum of 4 sessions [for the purpose of this clause only, 1 full day = 2 sessions].

We have limited free places for children eligible for Universal [15 hour] Entitlement and using this at kindiejoes in each of the following sessions where available [Variable start / finish times may apply at the managers discretion]:

- Afternoon sessions
- Morning sessions
- School Day sessions

All eligible applicants considered automatically.

For clarity: Kindiejoes offer free entitlement up to 15 hours a week for 38 weeks a year but is unable to offer flexible packages. This means we offer a limited number of free places subject to overall occupancy. In case of over application please refer to admission criteria. We also offer part funded places which means parents benefit from Universal [15 hour] Entitlement and pay for additional hours and services.

## 8. Admission Criteria & Process

Children are admitted to our Nursery for each new school year from approximately 2 years 6 months up to 4 years 11 months. Generally start dates are the beginning of term or occasionally half term but we retain discretion when working with Parents.

We offer

- Fee-paying or Part Funded Long Day and / or School Day sessions
- Fee-paying or Part Funded sessional places in the mornings and afternoons
- Fee-paying breakfast and/or extended afternoon sessions.
- Funded sessional places in the school day, mornings and afternoons [limited availability].

Oversubscription Admission Criteria

### 1. Fee Paying or Part Funded Places

If these sessions are oversubscribed, that is there are more applicants than places available, applications for entry in 2018/2019 will be ranked against the following factors:

- a) Children who have attended kindiejoes for at least a term in the previous academic year.
- b) Children on the waiting list respecting the order in which they registered with the intention of fully occupying all available sessions.
- c) Looked after children or previously looked after children (see notes on looked after children below)
- d) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend Kindiejoes (see notes on medical and social reasons below)
- e) Where a sibling is already in setting at the time of admission (see notes on siblings below).

In the event of a tie the manager will discuss options with the Parents.

### 2. Funded Places

If these sessions are oversubscribed, applications for entry in 2018/2019 will be ranked against the following factors:

- a) Children already attending and receiving FEET funding.
- b) Looked after children or previously looked after children
- c) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend Kindiejoes

- d) Where a sibling is already in setting at the time of admission.
- e) Disadvantaged children [see later section]
- f) Consideration will then be given to date of enrolment onto the waiting list.

In the event of a tie a random selection will be made to determine which child will be admitted. In this instance kindiejoes decision is final.

### Looked After Children

A looked after child is a child who is

- a. in the care of a local authority
- b. being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).
- c. A previously looked after child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.

### Medical or social reasons

Applicants wishing to be considered under this criterion must supply professional evidence supporting their case at the time of application. Providing evidence does not guarantee priority under this criterion; the Manager will consider if the evidence provided demonstrates that the child must attend Kindiejoes and cannot reasonably attend an alternative nursery. Applicants will not be individually advised if their application has been prioritised under this criterion.

### Siblings

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday.

### Waiting Lists

Children who cannot be offered a place will be added to a waiting list.

- Waiting lists are kept in the same respective order as the admissions criteria.
- Details of waiting list arrangements will be included with your outcome notification
- Waiting lists can change [e.g. if a child applies for sessions, their name can be added to the waiting list].
- If their circumstances mean they are ranked more highly under the admissions criteria, their name may go above your child on the waiting list.
- Once your child's name reaches the top of the waiting list, if a place becomes available, you will be offered a place.

Please note: If you decline or wish to defer a place that place will be offered to others on the waiting list and may affect your place on the list.

## 9. Special Educational Needs, Disabilities and Social mobility and disadvantage

Kindiejoes ensures all staff members are aware of their duties in relation to the SEND Code of Practice and the Equality Act 2010.

Kindiejoes is clear and transparent about the SEND support on offer at our setting and provide information available about their offer to support parents to choose the right setting for their child with SEND. Please refer to our relevant policy.

As part of the process for checking EYPP eligibility, Kindiejoes endeavours to identify all disadvantaged children in our setting. We use EYPP and any locally available funding streams or support to improve outcomes for this group.

## 10. Quality

SCC will not fund settings / providers who do not actively promote fundamental British values or if they promote views or theories as fact which are contrary to established scientific or historical evidence and explanations.

## 11. Charging

Government funding is intended to cover the cost to deliver 15 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

Our ethos is to provide a higher quality of care than Government funding affords by offering experienced and qualified staff in excess of ratio minimums and additional activities [such as cooking and gardening] to all. In order to achieve this we offer Fee-Paying sessions. This does not affect the parent ability to apply for a child's free place.

We are unable to offer fully flexible places, but Kindiejoes will work with parents to understand needs, demands and explain restrictions & sustainability.

In the event of a chargeable option parents will be contacted to make their choice.

Kindiejoes charges parents a refundable deposit to secure their child's place [fee-paying or free] and refund the deposit, subject to our terms and conditions, less any outstanding monies when the child finally leaves the setting.

Optional services & charges may vary and are stated in the formal agreement. Children accessing the free entitlements receive the same quality of care and access to general facilities.

## 12. Appeals & Complaints

Kindiejoes has a complaints procedure in place for parents who are not satisfied their child has received their free entitlement in the correct way. Please refer to our complaints policy.

## 13. Recommended Session Progression

### Graphic Indication of Educational Hours

The education process means your child is committed when at Primary school to more than 30 hours a week during the academic year. Pre-school is an opportunity to progressively introduce your child to those demands by steadily increasing the number and / or length of sessions. We recommend you work with Louise & your key person so that your child is attending at least the following sessions each term.

**Below we use outline shapes to represent the recommended sessional progression in number of hours per week**

#### **TERM ONE - FKY**

Example 2 afternoon sessions = 6 hours

#### **TERM TWO - FKY**

Example 3 afternoon sessions = 9 hours

#### **TERM THREE - FKY**

Example 4 afternoon sessions = 12 hours

#### **SECOND YEAR AT KINDIEJOES - PSY [PRE SCHOOL YEAR]**

Example from 15 hours up to 30 hours+

#### **PRIMARY SCHOOL [RECEPTION YEAR and ONWARDS]**

5 ALL DAY sessions = 31.25 hours [minimum]



## 14. Outline Admission Procedure

Note: This is an outline and we retain the right to amend detail as considered necessary.

1. In the period before the child reaches two years old.
  - a) Parents are encouraged to visit our setting, discuss options with Louise and join our waiting list as early as possible.
  - b) Information about our setting is accessible, in written and spoken form. Where necessary, on request we will try to provide information in other languages and in particular to provide written translations of materials in some of the languages spoken within the kindiejoes community. Should you require a translation of any document, please contact the office.
2. For FKY group: In the term before the academic year during which the child reaches two and half years old
  - a) We issue to Parents an invitation to apply for sessions.
  - b) Once the deadline is achieved, completed returned responses are analysed and sessional combinations formulated.
  - c) We can then formalise any offers or discuss opportunities with parents [please note admission criteria and waiting lists].
3. For PSY group: In the term before the academic year during which the child reaches four years old
  - d) We issue to Parents an invitation to apply for sessions.
  - e) Once the deadline is achieved, completed returned responses are analysed and sessional combinations formulated.
  - f) We can then formalise any offers or discuss opportunities with parents [please note admission criteria and waiting lists].
4. Pre-commencement
  - a) Kindiejoes & Parent create a formal agreement with documentation in two parts
    - i. A Formal agreement to be completed and returned within 2 weeks of issue. Any agreements not returned in that timeframe are automatically withdrawn [please see standard terms and conditions].
    - ii. An Admissions Pack [AdPack] issued nearer your child joining the setting and returned prior to admission. If this is returned late it may delay your start date but fees will be incurred in any case.

We reserve the right to contact parents to discuss opportunities prior to finalising the process.

Please Note - Combinations of sessions are defined and created for the academic year [or part year for younger children]. This means when you join, you commit for the academic year [or remainder of] and need to give formal written notice of leaving at least one academic half term beforehand. [Note: This may vary as the term dates advised]

Formal acceptance guarantees your sessions and enables us to plan the standard of care. If you wish to choose an alternative combination, at any time, this may be subject to availability even if 'hoping to drop a session'.

## 15. Settling In

In addition to the settling policy our admissions procedure includes the following processes for the benefit of joining families.

- We consult with families to endeavour to accommodate a broad range of family needs.
- Families are included in the distribution of newsletters and weekly plans from a half term prior to starting, in order to encourage a community spirit.
- We offer an opportunity during our closed afternoon, for joining children and Parent to meet with others joining kindiejoes during a play and stay session.
- New children starting are normally offered later starting times, to allow children and Parents to meet with their Key Person with minimal distraction.