



Admissions Policy

It is our intention to make the setting genuinely accessible to all children and families from all sections of the community. In order to accomplish this we will:

- Ensure that the existence of the setting is widely known in all local communities. We will place notices advertising the nursery in places where all sections of the community can access them, using more than one language if appropriate.
- Keep a place vacant (if financially viable) in order to accommodate emergency admissions
- Describe the nursery in terms which make it clear that it welcomes both mothers and fathers and other carers including childminders, and people from all cultural, ethnic, religious and social groups with and without disabilities.
- Monitor the gender and ethnic background of children joining the nursery to ensure that no accidental discrimination is taking place.
- Make our equal opportunities policy widely known.
- Consult with families about opening times of the nursery to avoid excluding anyone.
- Be as flexible as possible about attendance patterns so as to accommodate the needs of individual children and families.
- Consult local parents to ensure that the group continues to meet the changing needs of the community.
- EYE places will be offered in accordance with the Code of Practice for Local Authorities on delivery of funded Early Years Provision for 3 and 4 year olds and disadvantaged two year olds through application processes and the local conditions identified with the Early Years Provider Agreement. Please ask in setting for details of how to claim your universal 15 hours and check your entitlement to 30 hours.

The waiting list will be monitored and reviewed regularly. The following factors will be taken into consideration in allocating places:

- The age of the child (priority will be given to children of eligible age for Early Years Educational Entitlement funding)
- Length of time on waiting list
- Siblings already attending the setting
- The vicinity of the child's home to the setting

Fee Structure

- Sessional fees are £6.00 per hour for >2s and £6.50 per hour for <2s; morning session is from 9.15am to 12.15pm and afternoon session is from 12.15pm to 3.15pm. Parents may use their funding to cover these fees.
- ‘Wrap-around’ care is available in setting from 7.45am to 9.15am and from 3.15pm to 5.30pm. This is charged at £7.00 per hour and cannot be included in your funded hours.
- Daily food charges are as followed:
£3 for a mid-morning snack and a hot meal lunch.
£3.25 for either breakfast and lunch or lunch and tea.
£3.50 for breakfast, lunch and tea.

Minimum Attendance Requirements

It has been necessary to introduce minimum attendance requirements for children joining Piggywigs. These are as follows:

3/4 year old children that are due to start primary school the following September MUST attend setting for at least 2 days (not 2 sessions) for the academic year before they start primary school. We believe this to be the minimum attendance necessary to settle the child and to gain a full and comprehensible picture of the child and their progress and any concerns. We will NOT offer preschool places to any child that applies to preschool within the year before they are due to start school. The only exception to this is if a family move from out of the immediate locality and the child is in need of a preschool place nearer the relocation.

All children in setting MUST do at least two days a week in setting in the academic year before they start primary school. This is regardless of whether they have been in setting previously or not. If a child attends for less than two days prior to the final academic year, the child's hours in preschool must be increased to at least two days.

Admission to Piggywigs will, as always, be at the discretion of the preschool management.

This policy was adopted and agreed to by the committee of Piggywigs on 05/9/23

...Catherine Lievesley Warne... chairperson of committee

.....Rae Grantmanager