

Abbey Academies Trust



Every Child Matters POLICY

For

Admission to Abbey Ark



ABBHEY ARK
CHILDCARE

Amended

September 2019	September 2022	
September 2020	September 2023	
September 2021		

Every Child Matters within a loving and caring Christian environment

Admission to Abbey Ark

Abbey Ark welcomes children from ages 2 - 4 years old. A child is eligible to start with us from their second birthday.

We are open from 7.30am - 6.00pm, Monday - Friday for 51 weeks of the year closing only on Bank Holidays, and for one week over the Christmas period. (Christmas dates will be shared yearly.) We offer term time only and all year-round contracts and request that parents/carers state which option they would like clearly on the registration form. We follow Bourne Abbey C of E Primary Academy's term dates, and parents/carers are notified of these dates.

Abbey Ark 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.

The numbers and ages of children admitted to Abbey Ark comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities and space available at Abbey Ark.

Places will be allocated on a first come first served basis. If all sessions are full, we will implement a waiting list and places are offered on an availability basis. We operate an inclusion and equality policy and ensure that all children have access to places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents/carers.

Attendance at Abbey Ark does not give any priority within the oversubscription criteria for a place at Bourne Abbey C of E Primary Academy. Parents/carers must make a separate application for the transfer from Abbey Ark to Reception.

All fees are due by the date on the invoice. Fees are payable monthly in advance either by +Pay, registered childcare vouchers or tax-free childcare. If you require any additional hours these may be purchased in line with our fees policy where places are available.

Abbey Ark 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.

Registration

To apply for a place at Abbey Ark, parents/carers must complete and sign a

registration form and contract, outlining the sessions required, start date, type of contract (term time only/all year round), and contact details for family of the child.

Parents/carers 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.

A refundable deposit of £50 to secure a place will be payable on registration. This deposit will be refunded when the child leaves the setting. If parents/carers chose to not take up any offered place by the agreed start date, then the deposit will not be refunded. There will be no deposit to pay for Early Years Entitlement funded hours. However, if parents/carers choose to purchase additional hours on top of the entitlement a refundable deposit of £50 will be payable.

Once we receive the registration form, we liaise with parents/carers directly and advise on availability and then inform them if their application has been accepted. We require at least 3 weeks' notice to compile the relevant paperwork before your child can start from receiving the registration form.

We will then arrange a convenient time for the parent/carer and child to come in for their taster session ahead of their start date. These visits are an opportunity for staff to welcome the children into the setting and allow them to familiarise themselves with the environment and the members of the team.

Early Years Entitlement

Abbey Ark offers funded places for children aged 2 - 4 years old. Children are entitled to the universal 15 hours funded childcare from the Government from the term **after** the child turns three years old.

The 15 hours can be spread out across the week as morning, afternoon, or full day sessions during term time, or alternatively they can be stretched across the whole year so that the child receives funding all year round. The universal 15 hours funding does not need to be applied for but families will receive a Funding Declaration Form to complete.

Some families may be entitled to the extended 30 hours funded childcare from the Government. Parents/carers will need to apply for this if they think they are eligible. This can be done online via the government website, if eligible, a code will be issued to the parent/carer which must then be given to Abbey Ark. Codes must be re-validated every few months to ensure parents/carers are still eligible.

As with the 15 hours funding, the 30 hours can be used during term time, or it can also be stretched across the year.

Subject to eligibility, two-year-old funding may also be available to some families with two-year olds from the term **after** the child turns two. Parents/carers will need to apply for this online via the government website. A two-year funding code will be issued which must be given to Abbey Ark to process the funding.

All parents/carers must complete a Parent Declaration Form every term to enable us to claim all early education funding your child is entitled to. When this is completed these are returned to Abbey Ark to secure the child's funded place for the following term. Information provided on this form will enable staff to access any additional funding that the child may be eligible for, such as Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF).

Notice periods

Parents are required to give 4 weeks' notice for any funded and paid hours when deciding to withdraw their child from Abbey Ark and will be invoiced for this period in the usual way.

For amendments or cancellations to any sessions, 4 weeks' notice is required. Staff will endeavour to accommodate any changes providing space and availability allows for this.

Reviewed: September 2023

Next Review Due: September 2024