**Abington Vale Playschool**

Tel: 07840432388

Charity Number 1028922

Ofsted Number: 220115

**Abington Vale Playschool’s Admissions Policy**

**Rationale**

We believe that all young children should have an equal opportunity to access high quality, Early Years Education. To ensure all employees and committee members understand our commitment to equalities and fairness we believe there needs to be clarity regarding the priorities, criteria, and procedures for allocating places at Abington Vale Playschool.

**Aims**

* To have a fair and consistent process for allocating places.
* To ensure a socio-economic balance in our intake, from which all children benefit and thrive whilst upholding equal opportunities.
* To ensure all applicants are equally valued and that families can express their and their children’s needs.
* To reflect West Northamptonshire’s Policy on Early Years Education and allocation of places and current research on the best provision for Nursery Aged Children.

**Guidelines**

**Priority for allocating places will be as follows:**

1. Looked After Children and Children with SEN
2. Children who have siblings who have attended or are attending the Playschool.
3. Children in the local area.

**Places**

* Free Universal Entitlement – 15/30 hours per week, term time only, available from the term after the child’s third birthday.
* Parents can register their child for a Playschool place from birth, by completing a Playschool registration form, either at the playschool or by emailing via the website.
* All registrations to be considered and places offered to children following the criteria in the admissions policy.
* Children who are three and four will be offered 15/30 free hours of education term time only subject to availability from the term after their third birthday.
* From April 2024, 15 hours of free childcare will be offered to children aged 2 years old. This will be offered the term after their 2nd Birthday.
* From September 2025, 30 hours of free childcare will be offered to children aged 9 months and over. This will be offered the term after they are 9 months old.
* Usually, parents will be notified of their child’s playschool place from the 1st week of May for a September start OR in November for a January start date.
* Places will be filled across the year if available, in accord with these admissions policy.
* Places will be offered as a term time only basis. Opening hours will be 9am until 12 noon – morning session, 12.30pm until 3.30pm – afternoon session, 9am until 3pm – full day session.
* The full day session can be extended by half an hour using private fees, this is a charge of £3.00, this is optional.

**Free Extended Entitlement – 30 hours per week, term time only for families who meet criteria.**

**Eligibility Criteria for a free 30hr place:**

* Children will be aged 9 months by the 31st of August 2025
* Both parents must be working – or the sole parent is working in a lone parent family 3
* Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
* Each parent must have an annual income of less than £100,000.
* One/both parent(s) is away on leave (parental, maternal etc.) or one/both parent(s) is on Statutory sick pay.
* Parents on zero-hours contracts will be eligible, as are those who are registered as self-employed.
* One parent is employed, and the other parent has either: substantial caring responsibilities and/or disability; is a foster carer with their own three-and four-year-old children.

Funding will commence the term after the child is 9 months old.

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| 9 months from 1st January – 31st March  | Funding will start on 1st April.  |
| 9 months from 1st April – 31st August  | Funding will start on 1st September.  |
| 9 months from 1st September – 31st December  | Funding will start on 1st January.  |
| 30hr eligibility MUST be gained before these dates.  |

We do only take children from 2 years old – but having a code from 9 months will allow them to start on or just after their 2nd birthday.

To register eligibility for a 30hr Playschool Place parents must register on-line at <https://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working> for entitlement sessions, the sessions on offer will be as follows:

Monday, Tuesday, Wednesday, Thursday, and Friday 9am-3pm term time only. These are set hours. An extra half an hour is available from 12 – 12.30 or from 3 – 3.30 pm – these are classed as privately funded hours and will be charged at £3.00. Payable in advance on the first day of each month via the Famly App.

All children must provide with a healthy packed lunch each day which must be brought into playschool at the start of the morning session.

Only a valid 30 Hour Code will guarantee the funding of the extended 15hrs universal hours under this entitlement and it is the parent(s)/carer(s) responsibility to provide this.

Parents will be asked to renew their 30 Hours Code every 3 months.

The playschool will not hold a place for a child whose parent/carer is still ‘applying’ or ‘re-applying’ or has lost their eligibility code. •

GOV.UK will prompt parents by email or text 4 weeks and then 2 weeks before to renew their 30 Hours Code if they have not reconfirmed their eligibility.

If a 30 Hour Code cannot be renewed, or the parent chooses not to renew the code, after 3 months the code will enter a ‘grace period’. This is a short period of time in which extended hours can still be offered by the playschool.

If Ineligibility or end of grace period happens, then fees will be payable for extra hour above the 15 universal hours for 3 year olds.

Grace periods are as follows:

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| Date 30 Hours Code becomes ineligible | End of Grace Period + Funding of the Extended Free Hours |
| 1st September to 21st October | 31st December  |
| 22nd October to 31st December | 31st March |
| 1st January to 10th February | 31st March |
| 11th February to 31st March | 31st August |
| 1st April to 26th May | 31st August |
| 27th May to 31st August | 31st December |

Early Education for eligible children aged 2 - targeted offer of 15 hours per week for the most vulnerable 2-year-old children, whose families meet the criteria.

Available from the term after the child’s 2nd birthday.

This is an all year round provision.

Parents/Carers of children who wish to access a free 2 year old place should apply to the Local Authority at <https://www.westnorthants.gov.uk/funding-information-childcare-providers/childcare-funding-guide-providers> who will confirm eligibility.

If the child is eligible the Local Authority will give the parent a code, which they must provide to the playschool, for them to access funding.

Once we have received authorisation code, we will contact the parent/carer to discuss and offer places if available.

If there is not a place available, the child’s name and details will be added to a waiting list and children on the waiting list will be admitted in date of birth order no earlier than the term after the child’s second birthday as this is when funding is allocated.

From April 2024 these criteria’s will still be available and should not be confused with the 15 hours universal funding.

**Charged Day Care**

* There are charged day care places available in the children from 2 years to 4 years old
* Parents can register their child for a day care space after attending a prospective parent’s show around. Parents must complete a day care registration form, either at the playschool or by our website
* All registrations to be considered and places offered to children following the criteria in the admissions policy.
* Place allocation is dependent on availability at any particular time.
* Session fees are obtainable from our website [www.abingtonvaleplayschool.co.uk](http://www.abingtonvaleplayschool.co.uk)
* Ad hoc sessions can be booked subject to availability and must be paid in advance once agreed by the Playschool Manager
* Parents wanting to book additional hours must complete a request form available from the office and have it agreed by the Playschool Manager.

**Invoicing**

* Invoices are generated on the 20th of each month.
* Payment must be made by the 1st of each month.

**Late collection fees**

* If a child is collected 10 mins later than the contracted time for playschool, there will be a fine of £10.
* This will be invoiced in arrears, on your next invoice.

**Notice period for spaces at playschool**

* We ask parents to make a monthly commitment to the playschool as declared in the admission declaration form signed on admission.
* If parents/carers decide to move their child mid-month, the funding will remain at Abington Vale Playschool until the end of that month – this should not affect the transfer of the child to a new Nursery School.

**Notice period for Paying Daycare**

* The notice period for changes to contract or termination of contract is 1 month and must be put in writing to the Manager.

**Nappies**

* Parents are expected to bring in nappies and any associated products as they will not be provided by the playschool.

**Payments for Childcare**

* Abington Vale Playschool is registered with the Tax-Free Childcare scheme.
* Payment can be made by cash, debit/credit card or via the Famly App and also Childcare Vouchers through your childcare provider – Ofsted Registration number is 220115.

**Trips**

* Throughout the year there may be trips which we may ask for a contribution towards the cost. For children that receive EYPP (Early Years Pupil Premium) these trips will be free of charge.

**Complaints**

* If you are unsatisfied with any decision made has been made through the admissions policy, please contact the Manager on 01604 603345/07840432388 to make an appointment or email av.playschool24@gmail.com

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| This policy was adopted at a meeting of – Abington Vale Playschool  |
| Held on - 17/03/2025 |
| Date to be reviewed - 17/03/2026 |
| Signed on behalf of the management committee – Jessica Keeling  |
| Name of signatory - Jessica Keeling  |
| Role of signatory - Chairperson  |