



SAPIENTIA EDUCATION TRUST

Rockland St Mary Primary School

PRE-SCHOOL ADMISSIONS AND CHARGING POLICY, PROCEDURES AND GUIDANCE

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1. INTRODUCTION

Admission to the Pre-School of Rockland St Mary Primary School is regulated by the school's own Pre-School Admissions Policy. Rockland St Mary Primary School has a Pre-School which is part of the Early Years Foundation Stage provision offered by the school. The Pre-School children learn within Butterflies class – which includes children in reception. They have access to an inside and outside learning environment.

2. Intent

We intend to foster positive relationships with each child and their families, with staff developing a warm yet professional relationship with the families we serve. We aim to offer each child the opportunity for a secure and safe attachment, intending for each child to feel safe, valued, listened to and an important member of Pre-School and School community. We intend to enable children to explore, develop a sense of awe and wonder, ask questions, follow their individual interests and to feel empowered to learn.

3. Our Provision

Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

The Admission Policy is issued to all families as part of the registration process. It is available via our website via our website rockland-st-mary@sch.uk

The School Pre-School has access to an inside and outside learning environment, a school field, a hall and suitably qualified staff. All staff are paediatric first aid trained and are suitably qualified to work with children within the Early Years. The Pre-School is overseen by the Early Years teacher, the Early Years Foundation Stage Leader, and the Head Teacher.

We teach using the Early Years Foundation Stage 2021, Development Matters 2021 and Birth to 5 Matters. We teach the seven areas which are Personal,

Social and Emotional Development, Communication and Language, Physical Development, Literacy, Mathematics, Understanding the World and Expressive Arts and Design. We incorporate the Characteristics of Effective Teaching and Learning into the opportunities we provide. These being:

- Playing and Exploring
- Active Learning
- Critical Thinking

The four principles of the Early Years foundation stage underpin our teaching and learning opportunities with the Pre-School. These are:

- The Unique Child
- Positive Relationships -
- Enabling Environments -
- Learning and Development.

We use Tapestry to record and observe children's learning and development, sharing their achievements with their parents. We welcome and actively encourage parents to share their child's interests and achievements at home for us to build upon within the Pre-School.

4. Hours

The Hours our Early Education Offer is in place is as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
Mornings	08:40-12:00pm	08:40-12:00pm	08:40-12:00pm	08:40-12:00pm	08:40-12:00pm
Afternoons	12:00-3:15pm	12:00-3:15pm	12:00-3:15pm	12:00-3:15pm	12:00-3:15pm

Early Education is offered to families 38 weeks of the year during term time. The funded hours can be claimed (to the maximum available)

- Mon – 09:00am - 3:00pm
- Tues – 09:00am- 3:00pm
- Wed – 09:00am- 3:00pm
- Thur – 09:00am- 3:00pm
- Fri – 09:00- 3:00pm

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free/ funded provision are convenient for parents' working hours.

5. APPLICATION PROCEDURES

Applications for places

A pupil may join the Pre-School from their third birthday onwards. We would encourage to join at the start of each term in September, January or April following their birthday, dependent on place availability. Adult:child ratio dependent on age will determine place availability.

Applications and enquires should be made directly to the school using office@rsm.set.education . Dates of application and start will be noted and where there are a larger number of applications than places available, the order of date of application will be used. Vulnerable children may be given preference to a place. Places within the Pre-School do not guarantee a place within the main school, and parents/carers will need to go through the Norfolk admissions process to apply for their child's place in Reception.

6. Waiting Lists

If a place is not available for the child to start at the Pre-School, the child's name shall be placed on a waiting list and the parent will be contacted when a place becomes available. The Pre-School caters for 3- and 4-year-old children and staff:child ratios will determine whether the place is available accordingly to adult:child legislation within the Early Years Foundation Stage.

7. Fees- Deposits, Registration Fee and Retainer.

Government funding is intended to cover the cost to deliver 15 hours. Some families are eligible for 30 hours a week (working families and EYPP). This will fund high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

At Rockland St Mary School Pre School, additional hours and services will be charged at £7 per hour where hours are not funded as Early Education by the Local Authority. Charges for additional services such as educational visits will be agreed in advance with the families.

We do not require or ask for a retainer payment.

We do not require any deposits to secure places at our Pre-School. The free entitlements will be delivered consistently so that all children

accessing our Pre-School will receive the same quality and access to provision. The entitlement to attend our Pre-School is offered free. Parents will not be charged a 'top up' fee to recoup the difference between the amount received from the Local Authority and costs incurred by the school.

Invoices

All families will be issued with an invoice termly unless the balance equals zero. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent contract. It will allow parents/ carers to see that the entitlement is received completely free of charge and understand that additional fees that have been applied. Parents will be asked to pay via BACS payments. We also accept payment via tax-free voucher schemes.

8. Allocation of a Place

If there are more applications for places than there are places available, we will give preference to children living nearest to the school, according to the following rules in this order of priority:

- Children with a statement of special educational needs naming the Pre-School.
- Children in public care who are due to start Pre-School
- Children who are due to start Pre-School, living in the area served by the school who have a brother or sister attending Rockland St Mary Primary School or Surlingham Primary School at the time of their admission
- Children who are due to start school, living in the area served by the school who have no brother or sister at Rockland St Mary Primary School or Surlingham Primary School.
- Children who are due to start Pre-School, living outside the area served by the school who have a brother or sister attending Rockland St Mary Primary School or Surlingham Primary School at the time of their admission
- Children who are due to start Pre-School, living outside the area served by the school who have no brother or sister at Rockland St Mary Primary School or Surlingham Primary School.

9. Registration Process

At the back of this Policy, the following are attached:

- Register my Interest Form
- Admissions Form to Pre-School

A place will only be officially allocated once a completed Admissions Form and Funding claim form is submitted to the school office.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy will be retained and kept on file.

10. Settling In Sessions

When a child is due to start at the Pre-School at the start of the next term, we shall offer a visit whereby the parent is invited to attend the Pre-School with their child for a transition visit.

An initial phone call to the parents to offer a place and discuss their child shall be made. We will ask about important people in the child's life, special interests, particular needs and other important information such as allergies etc...

Parent and child will be invited to join in a session before their child starts at the Pre-School and positive relationships with the child's key worker will be fostered. The key worker will seek to find out special interests of the child to plan provision within the Pre-School when they join. If a child requires another settling session prior to joining Pre-School, this will be offered, in recognition of the needs of the unique child.

Families are encouraged to bring in photos and pictures of important people and places to support a positive transition into the Pre-School.

Each child will be given a Tapestry account, and the parents shall be encouraged to fill in the All About Me Page on this account for staff to refer to. This is editable and can change throughout the year.

11. Missed Days/ Sessions

A refund will not be given for missed sessions due to illness, holidays etc. We will not refund for cancelled sessions. All sessions must be booked a term in advance and cannot be cancelled.

12. Documentation

Documents will be sent out to parents after initial enquiries.

13. Contractual

We offer funded sessions for 3 and 4 year olds when eligible as outlined in our website. In order for us to claim Pre-School Education Funding we must receive the following:

1. Admissions Form with all personal details fully completed. This form includes the parental agreement and declaration regarding understanding of funding and payment requirements.
2. Completed termly Local Authority Parental Claim Form
3. Evidence of a child's date of birth, to confirm they have reached the eligible age for the free entitlement (this is required when your child starts Pre-School). A copy of which will be retained and stored securely and destroyed when there is no longer a good reason to keep the data.

3 – 4 year old funding Norfolk County Council offers funding to parents over 3 claim periods each academic year. For each claim period there is a maximum number of hours available. Any unclaimed hours cannot be transferred to another claim period. If a child attends more than the hours available in a claim period, parents will be responsible for these fees.

Parents will be invoiced separately for any hours above the hours they are eligible to claim for, and these will be charged at £7 per hour. A sample invoice is attached to this policy.

14. Inclusion

Our accessibility plan can be found on our school website.

The staff are committed to developing the unique child, and working effectively with their families. This includes children with SEND. The staff have

experience of working with vulnerable children with a variety of backgrounds and circumstances. We welcome all children into the Pre-School from all backgrounds regardless of race, culture and abilities. We work very hard to meet the children's individual needs. The staff are experienced in working with professionals from other agencies related to SEND, Vulnerable Children and Safeguarding.

Rockland St Mary Primary School aims to follow the requirements of the EYFS (2024) and provide an inclusive environment for all children and their families. We are required to comply with the requirements of the Equalities Act 2010 and the Special Educational Needs Code of Practice 2015.

The staff will monitor and review the progress and development of all children, and this shall be overseen by the Pre-School lead, EYFS lead and the Head Teacher. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern we will adopt a graduated approach with 4 stages of action: Assess, Plan, Do & Review. We will work in partnership with parents and provide information on how we are supporting their child's development and will seek consent to request support from outside agencies where necessary.

We have a responsibility to identify groups of disadvantaged children who attend the setting and will apply for additional funding available locally, if families meet certain criteria. We will use this funding to ensure support is in place to improve children's outcomes.

We will work with the local authority via 'SEN Local Offer' to ensure information is available locally to parents to ensure they are able to make choices about the right childcare provision for their child with SEN. More detailed information is available on our SEND Information Report which is available on our website [Welcome to Rockland St. Mary and Surlingham Primary Schools \(rockland-surlingham-schools.co.uk\)](https://rockland-surlingham-schools.co.uk)

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.