



Brenchley Pre-School

Admissions and Attendance Policy

Statement of intent

It is our intention to make our pre-school accessible to children and families from all sections of the local community and they have access to the pre-school through open, fair and clearly communicated procedures.

We describe our pre-school and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or from English being a newly acquired additional language.

We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

We take children from their 2nd birthday

Provision

. As part of our Ofsted registration we are able to care for 38 children under the age of 5 years

Opening hours

Full Day	9.00am – 3.30pm	13 Hours
Morning Session	9.00am – 12.00pm	3 Hours
Afternoon Session	1.00pm – 3.30pm	2 ½ Hours

Early Drop Off - 8.45am – 9.00am (£2.50 charge)

Breakfast Club – 7.30am to 9.00am (£8 per hour)

Twilight Club – Up to 6pm (£9 per hour)

Late Pick Up – 3.30-3.45pm (2.50 charge)

Fees

Our fees are £8per hour.

Late Charge

We appreciate that unavoidable events sometimes transpire but we reserve the right to charge fees if a parent does not pick up their child at the end of allocated session.

Parents not collecting their children by 3.30pm attending full day/afternoon session will firstly be allocated a Late Drop Off place (chargeable). If child not picked up by 3.45, they then will be allocated a space in Twilight Club and a charge will be made.

Morning/Afternoon Session late collection fees. £5 for every 15 minutes for repeat offenders

Payment Methods

Brenchley Preschool accepts payments from Tax-Free Childcare Accounts, bank transfer, childcare vouchers

Tax Free Childcare

Tax-Free Childcare is a government scheme that allows eligible parents to open an online account to pay for childcare. The Government contributes 20% for every pound you pay. To check your eligibility please visit www.childcarechoices.gov.uk

Free Early Years Funding

Brenchley Preschool offers

- **Early Year Working Parents Entitlement (30 Hours)**
- **Free for Two Funding (15 Hours)**
- **3 & 4 Year old Funding (15 Hours)**

Our Fee Policy covers all fee and funding

Attendance during funded sessions

If parents take their child out during funded hours we are not required to provide alternative sessions. We expect parents to ensure children attend the sessions they are allocated, however, should a child need to be absent we require parents to contact the preschool via telephone or email the reason why the child is absent which is recorded within our Attendance Log as we are required to monitor your child's attendance.

Absence

Regular attendance is important for children's development, wellbeing, and safeguarding. We ask that all parents/guardians notify the preschool if their child will be absent.

Reporting Absences

- Parents/guardians must inform the preschool by email or phone if their child is unable to attend, stating the reason for absence.
- Notification should be made **before 8:30 a.m.** on the day of absence.

Unreported Absences

- If a child is absent without prior notification, staff will contact parents/guardians to establish the reason for absence.
- If parents/guardians cannot be reached, staff will attempt to contact the named emergency contacts provided on the child's enrolment form.
- If no contact can be made and concerns arise regarding the child's welfare, the preschool will follow safeguarding procedures in line with statutory guidance and, if necessary, contact the relevant safeguarding agencies.

Prolonged Absences

- For prolonged or repeated absences, staff will follow up with parents/guardians to discuss the child's circumstances and offer support if needed.
- Where safeguarding concerns are identified, the preschool will take appropriate action in line with our **Safeguarding and Child Protection Policy**.

Safeguarding Commitment

- The safety and wellbeing of children remain our highest priority. All absence procedures are designed to ensure that every child is accounted for and that any concerns are acted upon swiftly.

Illness

To maintain a safe and healthy environment for all children, families, and staff, parents are required to notify the preschool promptly when their child is unwell and will not be attending.

- Parents/carers must send an email or phone **before 8:30 a.m.** on the day of absence.
- The email must include:
 - The child's full name
 - The reason for absence (specific illness or symptoms, e.g., fever, cough, vomiting, diarrhoea, rash, etc.)
 - The date symptoms began

Providing the cause of illness helps us:

- Monitor for communicable diseases and outbreaks
- Communicate necessary health information to other families (without identifying the affected child)
- Follow public health guidelines regarding exclusion and return-to-school timelines

Children may return only when they meet the health guidelines outlined in our **Exclusion Policy**

Additional charges

Please note the Government funding is not intended to cover the cost of snacks, other consumables, additional hours or additional services. We ask for a snack contribution of £20 per term which is completely voluntary. All charges will be itemised on your invoice.

Fees are expected within 30 days of invoice being received unless prior agreement. Please speak to the Manager if you need an extension or set up a monthly agreement of Childcare Vouchers. Failure to pay without prior agreement may incur a late payment charge together with additional Administration fee.

Unplanned Closures

There may be situations that occur for unplanned closures. Please refer to our Emergency Procedure policy re closure of pre-school.

- Weather conditions do not permit pre school to open
- Emergency services enforce closure due to safety issues ie gas leak, burst pipes, flood etc • Brenchley & Matfield CofE Primary School suggest closure due to no electricity, heating, water supplies etc
- Staffing issues do not permit pre-school to open.
- Pandemic Flu or other outbreaks of infectious diseases
- Partial or Full Lockdown

This Policy was reviewed at a Management Meeting held on 1st September 2025



Mrs Victoria Relle – Chairman of Brenchley Preschool