

**Downham Market Children’s Centre**

**Snape Lane**

**Paradise Road**

**Downham Market**

**Norfolk PE38 9JE**

**ADMISSIONS AND OPERATION OF A WAITING LIST**

**Sessions Times**

Early Morning 8:00am – 8:45am (to be taken alongside a morning or full day session)

Morning 8:45am - 11:45am

Lunch 11:45am - 12.15pm

Afternoon 12:15pm – 3:15pm

Late afternoon 3:15pm-4:00pm (to be taken alongside an afternoon or full day session)

Full Day 8:45am – 3:15pm

Children cannot be supervised before the session start time and should be collected promptly at finishing time.

**Places Available**

Registered places, each session are: 12 places in the 2 year room (Rainbow Room)

 24 places in the 3 and 4 year room (Star Room)

The number of sessions attended by each child can be individually agreed between parents/carers and Practitioners although it must be a minimum of 2 sessions (recommended on different days) to start. The number of sessions can be increased when spaces are available.

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 2 sites in a single day

Early Education is offered to families 38 weeks of the year.

 Funded hours can be claimed –

* Mon – max hours = 7.5 [8am – 11.45am/ 12.15pm – 4pm]
* Tues – max hours = 7.5 [8am – 11.45am/ 12.15pm – 4pm]
* Wed – max hours = 7.5 [8am – 11.45am/ 12.15pm – 4pm]
* Thur – max hours = 7.5 [8am – 11.45am/ 12.15pm – 4pm]
* Fri – max hours = 7.5 [8am – 11.45am/ 12.15pm – 4pm]

If you are unable to pay our charges, please speak with the manager to discuss the alternative options available.

Funding cannot be claimed during our lunch period.

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

**Starting Age**

The Pre-school can accept children from the term after they turn 2 years.

**Government 2-year Funded Places**

Families accepting a 2-year-old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3- and 4-year-old funding universal entitlement or working parent entitlement.

**Additional Funding**

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. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

**Intake**

Children can attend from the term after they are 2 years providing there is a place available in a suitable session. When spaces are available we will intake children at the beginning of each term.

**Waiting List**

The Pre-School Manager will be responsible for the operation of the waiting list and registration scheme.

When offering places the following will be taken into account

a. Length of time on the waiting list

b. Whether siblings have attended the Pre-School

c. Children whose need for a Pre-school place is urgent (with a referral from a Health Professional or Early Years Social Worker)

d. Children who have recently moved to the area

e. Children’s order of birth

Every effort is made to give a place to such children as soon as possible. Adding your child to the waiting list does not guarantee your child a place.

In order to add your child to the waiting list please telephone, e-mail or drop in and speak to a member of staff. When adding a child to the waiting list the following information should be taken: -

* Childs name
* Childs date of birth
* Contact address
* Contact telephone number

You can add your child to the waiting list at any time from birth.

**Please be aware that demand for a space at the Pre-School is high and despite every effort being made there is no guarantee a place will become available for your child.**

**Advertising**

A member of the Pre-school committee will be responsible for placing advertisements for the Pre-School and special events held at the Pre-School.

The Pre-School advertises its facilities in the following places

a. Local Newspapers

b. School Notice Boards/Public Notice Boards

c. Library

d. Website

**Term Dates**

Lists of term dates are placed on parents/carers notice board at the beginning of each term and are also available on the website and invoices.

**Brochures**

Before starting Pre-school, these can be obtained from the following sources;

a. Pre-school during any session

b. Open Days

c. Senior Supervisor

d. Website

**Admission Forms**

Admission forms are available at the Open Days or from a Practitioner. These should be filled in and handed to a practitioner when the child first starts at Pre-school.

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

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 funded entitlement.  A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

It is important that all relevant information is included to help Practitioners to assess the needs of the children and to assist them in case of an emergency. Parents are also asked to complete an About Me form on Tapestry prior to their child starting.

Where the child’s parents are separated an Admissions form will be given to both parents to complete. Any discrepancies between the two forms will be discussed with both parents ideally at the same time.

**Pre-school Visits**

Parents/Carers are welcome to visit Pre-School with their child at any time. It is helpful if you telephone first to arrange a suitable time.

**Siblings**

Younger/older children may attend Pre-school when bringing and collecting Pre-school children.

However, they always remain the responsibility of their parents/carers. Pre-School Practitioners cannot be asked to accept responsibility for younger/older children, even for a short time. It does, however, remain the responsibility of the Pre-school Practitioners to ensure the safety of younger/older children.

**Transitions**

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child’s overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

**SEND**

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND.

This means we will -

* follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice

* monitor and review children’s progress and development in partnership with families.  Where a child appears to be behind expected levels of development or where a child’s progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review

* provide information to families on how their child’s development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary

* utilise the SEN inclusion fund and Disability Access Fund to deliver effective support

* publish our contribution to the ‘SEN Local Offer’ in Norfolk.  This is available on the Norfolk Community Directory and our SEND Policy to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

The Admission and Charging Policies are issued to all families as part of the registration process.  They are also available from the office or on our website [www.clackclosepre-school.co.uk](http://www.clackclosepre-school.co.uk).

**Review Date: September 2025**