

## **Newdigate Pre-School Admissions policy 2024/25 Including Fees & Funding policy**

Thank you for choosing Newdigate Pre-school, Ofsted URN 125192 as your preferred childcare provider. Please see below the Fees and Funding Policy which will provide important information about this provision.

We are a term time only Pre-School based in the heart of Newdigate village. We are open Monday to Friday, from 9am until 3pm. We take children from 2 years old until they start reception. The admission of Pre-School children is delegated to the governing body of Newdigate Infant School. Parents wishing to apply for a place must complete the application form and submit it directly to Pre-School by the below deadline.

<b>Child start date</b>	<b>Deadline Date</b>
Autumn Term Start: September 2024	Half term June 2024
Spring Term Start: January 2025	Half term October 2024
Summer Term Start: April 2025	Half term 2025

*Please note that there is no automatic admission into the Reception Class of Newdigate Infant School for children attending Newdigate Pre-School. Parents will need to reapply for a place in Reception when their child reaches statutory school age through Surrey's Co-ordinated Admissions Scheme by the published deadline in order to be considered.*

### **Funded early year education**

Newdigate Pre-school is registered with Surrey County Council to offer funded early education. At the beginning of each funded period (term), you will need to complete and sign the Parental Declaration Form to confirm that funded entitlement can be claimed on your behalf, with relevant copies of identification such as birth certificate and passport. You will then need to forward the code you would have received.

Newdigate Pre-school offer the following entitlements:

- **FEET - Funded Early Education for two-year-olds**  
Eligible families can access up to 15 hours of funded early education and childcare a week. To check eligibility for FEET funding please see below:  
[Funded early education for two year olds \(FEET\) - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/early-years/feet)
- **Universal Entitlement (15 Hours)**  
Available for all 3- and 4-year-olds the term after the child's 3<sup>rd</sup> birthday. There is no criteria attached, parents do not need to apply.
- **Working Parents Entitlement (30 Hours)**  
Available for 3- and 4-year-olds whose family meet specific eligibility criteria regarding their employment status. To check eligibility for Working Parents Entitlement please see guidance at [www.childcarechoices.gov.uk](https://www.childcarechoices.gov.uk). Parents will need to make an application via childcare choices to ensure eligibility and reconfirm eligibility before the beginning of each term.
- **Early Years Pupil Premium**  
EYPP provides additional funding to settings to support children's learning and development. This can be used for extra equipment, resources, or additional training for staff. Your child may be eligible if you are in receipt of some income related benefits or if your child is looked after by the local authority, adopted from care, has left care through a special guardianship arrangement or has left care and is subject to a child arrangement order. Further details and criteria can be found on the webpage here [Early Years Pupil Premium - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/early-years/eypp)

If you think you may be eligible, you can use the EYPP application form on page 3 of the funded early education declaration form. You will be asked to sign this form each funded period in order to access your funded entitlement with your early years provider. All you need to do is fill in this page of the form and Newdigate Pre-school will then process the details. Any information you share will be completely confidential and this will not affect any benefits you receive.

- **Additional sessions**

Please note that additional sessions to the funded early education can be booked (£24) subject to availability

## **Fees**

- **Session fees**

Our morning session (9am-12pm) and afternoon session (12pm-3pm) cost £24 each.  
There is an optional hot lunch £2.70.

- **Fees and non-attendance policy**

Pre-school fees continue to be payable if a child is absent. Invoices are sent half termly and must be settled in full before the end of each half term in order to keep your child's place.

- **Tax-Free Childcare**

At Newdigate Pre-school, we accept Tax-Free Childcare. Parents can check eligibility and apply for Tax Free Childcare via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Tax Free Childcare is the system that has replaced the previous childcare voucher scheme. You can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year).

Parents can check eligibility and apply for Tax Free Childcare via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). You'll need to set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider.

You can get Tax-Free Childcare at the same time as funded childcare if you're eligible for both.

- **Notice period**

Half a term's notice is required to withdraw a child, or fees will be charged in lieu.

- If you are accessing a fully funded place, funding is not automatically transferred in the majority of cases mid-funded period. There are some exceptions in relation to personal circumstances outlined in the Surrey County Council Provider Agreement, that may require for funding to be released to a new provider.

## **Options available**

- We will offer 30 hour places as follows:
  - 5 days funded by extended free early education
  - 2 ½ days per week funded by free early education (15hrs funded) and 2 ½ days per week funded by parent/carer
  - 2 ½ days per week funded by free early education for two year olds (FEET) and 2 ½ days per week funded by parent/carer
  - 5 days per week funded by parent or carer
- We will offer 15 hour places as follows:
  - 2 ½ days per week funded by free early education (15hrs FEET, working parents)
  - 2 ½ days per week funded by parent/carer
  - 5 mornings, 9am-12pm, funded by parents
  - 5 mornings, 9am-3pm, funded by free early education

## **Criteria for admission to the Pre-School**

The Governing Body of Newdigate Infant School will offer children a place in the Pre-School according to the criteria in the following order of priority:

1. Looked After Children and previously Looked After Children (see note i)
  2. Where there is a social, special educational or medical need for a place at Newdigate Pre-School (see note ii)
  3. Siblings of children who will be on roll at Newdigate Infant School at the time of admission (see note iii)
  4. Children whose parents wish them to attend Newdigate Pre-School (see note viii)
  5. Children who are due to start Reception in September 2025
- If it is not possible to offer places to all applicants who meet a particular criterion (1-4 above), places will be offered to children meeting the criterion whose home address is nearest the school. The distance is measured in a straight line from the address point of the child's home address (see note vii), as set by the Ordnance Survey, to the nearest official school gate for pupils use. This is calculated using the Surrey Admission and Transports Team's Geographical Information System. (See note iv).
  - The final decision with regard to admissions and the allocation of sessions will rest with the Governing Body of the school. Governors reserve the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.
  - The Pre-School operates a waiting list for any places which may become available throughout the year. When such places come up, all children on the waiting list are considered and places are offered in accordance with the above admissions criteria. Children remain on the waiting list until the parent requests they are removed or fails to respond to a letter asking if they wish to remain on the list.
  - We reserve a certain number of places for 2 year olds. In the instance that there are no applications for 2 year old FEET funded or parent funded places from applicants meeting criteria 1-5, we reserve the right to offer the remaining spaces to children who are due to start school in the next academic year.

### **Guidance Notes**

**i) Looked After and previously Looked After Child** – a child who is in the care of the Local Authority or provided with accommodation by that authority; and a child who was previously in the care of the Local Authority or provided with accommodation by a Local Authority and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Official confirmation of the child's status will be required from the LA at the time of application in all cases.

**ii) A social, special educational or medical need** - a child who has a serious medical condition, special educational need or there are sensitive family circumstances which make it essential that the child attends Newdigate Pre-School, rather than any other. Appropriate documentary evidence must be submitted at the time of application for consideration by the governors, making clear why attendance at this Pre-School is essential.

**iii) Siblings** – a brother/sister, half-brother/sister, step-brother/sister or adoptive brother/sister or foster children, living in the family unit at the same address in each case.

**iv) The map of the ecclesiastical parish of Newdigate** can be viewed at:  
<http://www.achurchnearyou.com/parishfinder.php>. or in the school office.

**v) Tie-breaker** – If it is not possible to offer places to all applicants in a particular category, places will be offered to children within the category whose home address is nearest the school. Measurements are by straight line distance using Surrey Admissions and Transport Geographical Information System from the child's address point as set by Ordnance Survey, to the nearest school gate available for pupils to use.

**vii) Home address** – the child's permanent address or in cases of shared custody, where s/he lives for the majority of the school week.

**viii) Parent** – a natural, adoptive, step or foster parent or other legal guardian.

**Eligible parents will benefit from free education, the term after their child's second and third birthday**

<b>Child born between</b>	<b>FEET funded place from</b>	<b>Apply from</b>
1st April to 31st August 2022	September 2024 (Autumn)	April 2024
1st September to 31st December 2022	January 2025 (Spring)	September 2024
1st January to 31st March 2023	April 2025 (Summer)	January 2025
1 <sup>st</sup> April to 31st August 2023	September 2025	April 2025

<b>Child born between</b>	<b>Can have a FEE funded place from</b>	<b>Automatically eligible</b>
1st April and 31st August 2021	1 <sup>st</sup> September 2024	Automatically eligible
1 <sup>st</sup> September and 31 <sup>st</sup> December 2021	1 <sup>st</sup> January 2025	Automatically eligible
1 <sup>st</sup> January and 31 <sup>st</sup> March 2022	1 <sup>st</sup> April 2025	Automatically eligible