



Admissions Policy

This policy applies to Pre-school admissions only. Reception admissions is detailed in the Junior School Admissions Policy (Reception – Year 6)

VISITS TO OUR SCHOOL

All prospective parents are warmly invited to visit the school. Parents will be offered a guided tour of the Pre-school and the Junior School. We try to ensure that all visiting parents meet the Nursery Manager, staff, and have the opportunity to meet the Head of the Junior School.

APPLICATIONS

Giggleswick School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

We welcome pupils with disabilities and/or special educational needs, providing we can offer them any support that they require and cater for any additional needs and that our site can accommodate them.

For all applications, any known special educational needs should be communicated to the school at the time of application.

OUR EARLY YEARS OFFER

We are proud to offer high quality Early Years education, with excellent facilities and opportunities for young children. The Pre-school follows the Early Years Foundation Stage (EYFS). Activities such as swimming, music, French, ballet, computing and Outdoor Adventures are offered as part of the weekly programme. There are limited places for some activities e.g. swimming and Outdoor Adventures. The weekly activity programme is available to parents/carers. Activities such as French, Music, Ballet and Swimming are not provided in the extended weeks beyond the main school term dates.

Mill House Pre-school is open as per Giggleswick School term dates published to all parents in the Red Book and on the website. Extended terms are available **for Pre-school children only**. Details of extended terms dates for Pre-school are made available to parents/carers on the school website.

GOVERNMENT FUNDING SCHEME

The Pre-school works in conjunction with the local authority to provide funded sessions to families. We currently offer **two, 5-hour, daily sessions, Monday to Friday, where funding can be used.**

There are two categories of funding currently available from the government;

UNIVERSAL FUNDING – this funding is available to ALL children. Commencing the term after the child's third birthday, up until the term in which they become 5 years old. Parents can access up to 15 hours of provision per week, delivered via two, 3-hour, daily sessions. All sessions are subject to availability and is allocated on a first-come-first serve basis. Parents can split the entitlement between two settings.

EXTENDED ENTITLEMENT – this funding is available to parents/carers who meet an eligibility criteria. In addition to the universal 15 hours, a further 15 hours is available totalling up to 30 hours per week. Applications for eligibility are made using the HMRC on-line checker. Where parents/carers meet the set criteria, a voucher code will be issued by HMRC which must be submitted to the school via juniorschool@giggleswick.org.uk in order to claim this additional funding.

Deadline dates for voucher codes will be issued by the school. Failure to submit this information by the given date may result in session charges applying* as set out below and on the school website.

CHARGEABLE ADDITIONAL SERVICES

We offer a number of additional services, on top of the universal offer provided to all children. Additional services as detailed below are subject to availability. They should be booked in advance in half-termly blocks. Please see fee structure below.

Additional Services

EARLY MORNING CARE – 7.30am – 8.00am £5 (fee per session, inc light breakfast)

5 HOUR SESSION - £26.50

TOP UP USING GOVERNMENT FUNDING - £6.50 a session or £11.50 a day

ADDITIONAL HOUR - £6

Where parents/carers chose not to access the schools catering facility for snacks and meals, healthy packed lunches and snacks must be provided by parents/carers (Refer to Packed Lunch and Snack Policy).

Bills for additional services will be sent in arrears, half termly.

Subject to availability, additional sessions are available and can be booked via the Nursery Manager. Fees for additional, unfunded sessions, are published on the school website.

Please note, government funding cannot be used to offset fees for additional services.

Additional Services with Asterix (*) are not available in Nursery Extended term.

ADMISSIONS PROCEDURE

Pre-school

- Parents enquire, and a pack is sent to them. The information pack also included a Registration Form for completion
- Once the completed registration form is received by the school a letter, confirming receipt of this form is sent, offering a place.
- Approximately one term prior to the child starting, the Mill House Pre-school Joining Pack is sent out to parents. All the forms in this pack, including the whole school terms and conditions and information required to process funding must be completed before the child starts school. This is available on the school website.
- A registration fee **does not** apply for entry to Pre-school.
- All parents are required to pay a REFUNDABLE £50 deposit, which will be reimbursed when a child leaves the school. The deposit should accompany the completed Joining Pack and returned to school before a child starts. Failure to pay the deposit may result in the child losing their place.
- Before children start parents are informed of their child's Key Person. The role of the Key Person is explained in the Mill House Pre-school Joining Pack.
- 'Stay and Play' sessions will be offered prior to the child starting where possible.
- If parents/carers have concerns or complaints, they are encouraged to discuss this with the Nursery Manager or Head of the Junior School, but should also follow the school's complaints procedure (www.giggleswick.org.uk/Junior-School-Policies).

TRANSFER TO GIGGLESWICK JUNIOR SCHOOL - RECEPTION CLASS

It is hoped that children will continue to benefit from all Giggleswick has to offer and transfer from the Pre-school into our Reception class. The number of children in Reception is limited to ensure the continuation of high quality provision. We therefore ask parents to indicate their intentions as soon as possible in order to secure a place, which are allocated on a first come first serve basis.

All parents will be given the opportunity to discuss our Junior School package with Carl Shuttleworth, Nursery Manager and James Mundell, Head of the Junior School. Where appropriate individual meetings and tour will be arranged to provide parents with all the information they may require to make their decision about their child's education.

Depending on when they are born, government funding may be available for part or all of a child's Reception year.

A registration fee of £50 and a deposit of £500.00 is required in the Summer Term prior to a child starting in Reception class.

Reviewed by: C B Shuttleworth, Nursery Manager

Review period: Annual
Updated: April 2019
Next review date: April 2020