



## **MUNDELLA PRIMARY SCHOOL PRE-SCHOOL ADMISSIONS POLICY**

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At Mundella Primary School Pre-School we aim to offer our families flexible early education arrangements (during term time) in line with current government guidelines as set out in the Kent Provider Agreement: ***Provision of Free Early Education and Childcare for Children Aged Nine Months to Four Years Old - 2024***. This sets out the 15- hour entitlement for parents of three- and four-year-olds (The Universal Entitlement) and the 15/30- hours entitlement for working parents of children aged nine months up to four years old (The Working Parent Entitlement).

### **15-hours:**

- Mundella Pre-School offers the 15 hours universal free provision, funded by the government, available for all children from the term after the child's 3<sup>rd</sup> birthday.
- Parents may distribute these hours across the week in agreement with the Pre-School sessions.

### **30-hour:**

- Mundella Pre-School will offer 30 hours of free early education to children of families who are eligible (working parent entitlement), from the term after the child's 3<sup>rd</sup> birthday.
- Eligibility must be sought by the parent and eligibility code provided to Mundella Primary School with permission to validate eligibility with HMRC.
- Mundella Pre-School can only offer 30 hours free provision if an eligibility code has been issued to the parent prior to the academic term in which the free provision is to start.
- Parents must renew eligibility when prompted by HMRC and Mundella Pre-School will be notified by HMRC if child is no longer eligible for the 30 hours free provision.
- If a child is no longer eligible to receive funding for 30 hours, the family will enter a grace Period. KCC will contact Mundella Pre-School to notify us of those parents who have fallen out of eligibility and inform us of the grace period end date. KCC will continue to fund a place for a child who enters the grace period until the grace period end date.
- Children who are no longer eligible will continue to receive the universal free entitlement of 15 hours free early education each week.
- Mundella Pre-School is unable to reserve sessions once they have been dropped.

### **Free For Twos**

Children may be able to start at Mundella Stepping Stones from their third birthday through an alternative funding stream. Non-working parents can check eligibility <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds-claim-benefits>

Once eligibility is gained, parents will need to complete the forms found here: [https://kentcc-self.achieveservice.com/en/AchieveForms/?form\\_uri=sandbox-publish://AF-Process-8b0dc86b-8df7-4448-97b1-6b6ffa3e047f/AF-Stage-5fd03321-ee27-456c-b159-aec911f53b35/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen&consentMessage=yes](https://kentcc-self.achieveservice.com/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-8b0dc86b-8df7-4448-97b1-6b6ffa3e047f/AF-Stage-5fd03321-ee27-456c-b159-aec911f53b35/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen&consentMessage=yes)

Working parents can check their eligibility and apply here: <https://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working>

## **Sessions and Charges**

Table showing session times and prices (free entitlement will not incur any charges).

<b>Morning Session</b>	<b>Lunchtime session (included in PM sessions)</b>	<b>Afternoon Session</b>	<b>Additional Hours</b>
9am- 12pm (3 hours)	*£2.30 for hot school meal or bring a packed lunch <small>*This meal is funded if your child is entitled to Early Years Pupil Premium.</small>	12-3pm  (3 hours)	£18.90 per session This must be paid termly in advance to secure the place. No refunds will be made for missed sessions.

## **Notes on funding**

- The government provides funding for 38 weeks per year. Mundella Pre-School will endeavor to ensure that each child receives their full entitlement.
- If during the term a child falls short of their entitlement, Mundella Pre-School may offer the child make-up sessions, subject to availability.
- Mundella Pre-School will discuss with parents if they feel they will exceed their entitlement.

## **Additional Paid for Sessions**

Parents are able to book additional sessions for their child if the 15 hour entitlement does not meet the parent's childcare needs. Payments must be made termly, in advance of the sessions and are non-refundable for example, if the child does not attend due to illness.

## **Early Years Pupil Premium**

Some parents may be eligible to apply for a pupil premium payment which will enable us to support the attainment of disadvantaged children. Qualifying criteria can be 'Economic', based on a parent being in receipt of certain benefits, or 'Other', for children who are in or have been in the care of the local authority. Please speak to the school office if you think you will qualify.

- The funding is based on 15 universal funded hours only
- We will fund a hot meal at lunchtime if your child attends during the lunchtime session.

## **Inclusion**

Mundella Primary school is an inclusive and diverse primary school in the east of Folkestone, which teaches pupils from the ages of 3-11. We provide an irresistible, broad and balanced curriculum with the aim to meet the needs of all our pupils.

The curriculum is designed to make learning relevant and meaningful by embedding context and supporting pupil's prior knowledge. Mainstream Core Standards are used to support all children's access to the curriculum with learning scaffolded to support learners' diverse needs. Teaching opportunities across the curriculum are designed to develop language and literacy so that pupils are ready for their next stage.

We actively liaise with parents to help them support their children's learning.

Mundella Pre-School fully supports the transition of nursery children into their reception year, however, in some cases a deferred entry to Reception class may be considered. This would remain at the Head teacher's discretion.

## **Admissions**

- Admissions to Mundella Pre-School are made by and are the responsibility of the Local Academy Committee, in line with Local Authority Procedures
- A maximum of 15 children may attend any given session.
- During the academic year, if Mundella Pre-School does not have a waiting list, then places will be allocated to children on a first come, first served basis, providing the child is at least 3 years old.
- After parents complete an 'expression of interest form' and a space is available we will contact you to arrange a visit with your child and some settling sessions and an induction pack.
- It is vital that the provision can meet the needs of all children accessing it. If we assess the setting is not suitable or compatible for all children, we may not offer a space but we will work with the family to signpost them to more suitable provisions and support services.
- In the event of Mundella Pre-School being over-subscribed the nursery will operate a waiting list using the criteria below:
  - Looked After Child/ EHCP
  - Sibling – child has brother or sister attending the preschool/ school
  - Distance – the distance from the school using a straight-line distance from the home address to Mundella Pre-School.

## **Application Process**

1. Complete an expression of interest form (available from the office), and tour of setting.
2. We will request a completed application and medical form including basic information about the child and family.
3. Parents and Carers may need to apply for any additional hours (above 15 universal entitlement, through HMRC).
4. In order to start at the beginning of a new term, the above processes need to be complete by the Friday before half term in the term prior to entry.

Please note:

- Children are admitted at the next entry point following their third birthday (September, January).
- Your child must be three years old by 31st August to start in the nursery in September.
- Your child must be three years old by 31st December to start in the nursery in January.
- For provision starting in April 2026 – Apply by the 31st March 2026 deadline.

#### **Required Documents:**

- Birth certificate or proof of age.
- Immunization records and health history.
- Proof of residence.
- Details of emergency contacts must be provided before a child starts in the Pre-School.

#### **Safety Protocols:**

School and Trust policies linked to medical and health care can be found on our website.

#### **Additional Information**

- Late pick charge system – Parents and carers who are later than the agreed finish time, may incur a late fee of £3 per 15 mins. If you believe there is an exceptional circumstance for a late collection, this needs to be put in writing and a decision will be made by the Headteacher as to whether to waive this charge.
- By completing the application form, parents will agree the sessions their child will attend. Parents must give at least one months' notice of any changes.
- If a child does not attend at least 90% of their confirmed sessions, we will contact parents to discuss what is preventing better attendance. We may decide to withdraw a child's place if attendance below 90% continues.
- Mundella Pre-School understands that all children develop at different rates, but we do ask that toilet training is underway or completed. Parents will need to provide extra underwear or pull-ups, clothing, wipes (if needed), for their child to enable our staff to support with toileting and toilet training.
- Additional payments are made via ParentPay.
- We will not be able to offer sessions on a daily ad-hoc basis, even if other children are absent on the day.
- Tax Free early education information can be found at <https://www.gov.uk/tax-free-childcare>. Please inform the office if you intend to use these.

- Please note that admission to Mundella Pre-School does not guarantee admission to Mundella Primary School. Parents and Carers must follow the KCC admission processes to apply for a reception place.

For more information for Reception Admissions;

<https://www.kent.gov.uk/education-and-children/schools/school-places> (KCC admissions)

<https://www.veritasmat.co.uk/page/?title=Policies&pid=24> (Veritas Multi Academy Trust admission policies)