



MUNDELLA PRIMARY SCHOOL

PRE-SCHOOL ADMISSIONS POLICY

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Mundella Primary School Pre-School

Early Education and Childcare Funding Policy

At Mundella Primary School Pre-School, we aim to offer families flexible early education and childcare arrangements during term time in accordance with current government guidance and the Kent Provider Agreement for the Provision of Free Entitlements for Children.

The government funds the following early education and childcare entitlements:

15 hours universal entitlement for all 3 and 4 year olds.

15 hours for eligible disadvantaged 2-year-olds.

30 hours working parent entitlement for eligible working families with children aged 9 months to 4 years.

Universal 15-Hour Entitlement for 3 and 4 Year Olds

Mundella Pre-School offers the universal 15 hours of funded early education for all children from the term following their third birthday.

Funding is available for 38 weeks per year.

Parents may access the funded hours through their agreed session pattern.

Funding is available regardless of family income, employment status or circumstances.

Working Parent Entitlement (Up to 30 Hours)

Mundella Pre-School offers funded childcare for eligible working parents in line with government eligibility criteria.

Eligible working families may access:

- Up to 30 funded hours per week, over 38 weeks per year.

Eligibility

Parents are responsible for:

- Applying through HMRC/GOV.UK.
- Obtaining a valid childcare eligibility code.
- Providing their code and National Insurance number to the school.
- Giving permission for Mundella Primary School to validate eligibility.

Funding cannot be claimed until a valid eligibility code has been verified.

Reconfirmation of Eligibility

Parents must reconfirm their eligibility every three months through their childcare account when prompted by HMRC.

If eligibility is not reconfirmed, a child may enter a grace period.

Grace Period

If a family ceases to meet the eligibility criteria:

- Kent County Council will notify the school.
- Funding will continue until the end of the government-defined grace period.
- After the grace period ends, the child will revert to any entitlement for which they remain eligible.
- Session availability cannot be guaranteed if funded hours are reduced and later reinstated.

Sessions and Charges

Funded Sessions.

Free entitlement hours will not incur any charge.

Session	Time
Morning session	9.00am – 12.00pm
Afternoon session	12.00pm – 3.00pm

Additional Paid Sessions

Where parents request hours beyond their funded entitlement:

- Additional sessions are charged at £18.90 per session.
- Fees must be paid termly in advance.
- Missed sessions are non-refundable.

Meals

Children attending over lunchtime may:

- Purchase a hot school meal (£2.30).
- Bring a healthy packed lunch from home. (See school's healthy eating policy and example of a healthy lunchbox poster).

Children eligible for Early Years Pupil Premium may be provided with a funded hot meal subject to school arrangements.

Snacks

Snack time is offered once during each session which may include a choice of fruit, toast with butter or cereal. One piece of fruit is provided for each child free of charge every day. Additional fruit or healthy snack alternatives may be provided by parents in a labelled container.

Charging and Transparency

In accordance with government guidance:

- Parents are not required to pay mandatory charges in order to access their funded entitlement.
- Charges may apply for meals, additional hours, trips or optional services.

Notes on Funding

- Government funding is based on 570 hours annually for 15-hour entitlements and 1,140 hours annually for 30-hour entitlements.
- Mundella Pre-School will endeavour to ensure children receive their full funded entitlement.
- Parents will be informed if their booking pattern exceeds their funded entitlement.

Early Years Pupil Premium (EYPP)

Eligible families may receive additional funding to support their child's learning and development.

Funding may be available where:

- Families receive certain benefits.
- A child is looked after by the local authority.
- A child has previously been in local authority care.
- Please speak to the school office for further information.

Inclusion

Mundella Primary School is an inclusive and diverse school serving children aged 3-11 years.

We are committed to:

- Providing an ambitious and engaging curriculum for all children.
- Supporting children with Special Educational Needs and Disabilities (SEND).
- Working closely with parents and external agencies.
- Ensuring children are fully included in all aspects of school life.

Where appropriate, individual support plans and reasonable adjustments will be implemented to meet children's needs.

Mundella Pre-School supports transition into Reception; however, any decision regarding deferred admission remains subject to statutory guidance and the Headteachers' professional judgement.

Admissions

Admissions are the responsibility of the Local Academy Committee and follow Kent County Council procedures.

Admission Criteria

A maximum of 15 children may attend any session.

Where places are available, admissions will normally be allocated on a first-come, first-served basis.

Where the setting is oversubscribed, priority will be given in the following order:

1. Looked After Children and children with an EHCP naming the school.
2. Children with a sibling attending Mundella Pre-School or School.
3. Distance from the child's home to the setting measured by straight-line distance.

The school reserves the right to determine whether it can reasonably meet a child's needs and will work with families to identify appropriate support where necessary.

Application Process

1. Complete an Expression of Interest Form.
2. Attend a visit/tour of the setting.
3. Complete admission and medical forms.
4. Provide any required funding codes.
5. Attend settling visits before starting.

Required Documentation

- Birth certificate or proof of age.
- Proof of address.
- Relevant health information.
- Emergency contact details.

Attendance

Regular attendance supports children's learning and development.

Where attendance falls below 90%, parents may be invited to discuss any barriers to attendance.

The school reserves the right to review ongoing placements where attendance remains persistently low without sufficient reason.

Late Collection Charges

Children must be collected promptly at the end of their agreed session.

A charge of £3 per 15-minute period may be applied for late collection.

Exceptional circumstances may be considered by the Headteachers where provided in writing.

Toileting

We recognise that children develop at different rates.

Parents are asked to:

- Support toilet training where developmentally appropriate.
- Provide spare clothing, underwear, pull-ups and wipes as required.

Staff will support children sensitively and appropriately in accordance with school procedures.

Intimate care will be provided in accordance with the Intimate Care Policy (See website).

Payment Arrangements

All payments for chargeable services must be made via ParentPay.

Tax-Free Childcare

Eligible families may also benefit from the Government's Tax-Free Childcare scheme.

Further information is available at:

<https://www.gov.uk/tax-free-childcare>

Important Information

Admission to Mundella Pre-School does not guarantee admission to Mundella Primary School Reception Class.

We will not be able to offer sessions on a daily ad-hoc basis, even if other children are absent on the day.

Parents must complete the relevant Kent County Council Reception application process.

Further information:

- Kent Admissions: <https://www.kent.gov.uk/education-and-children/schools/school-places>
- Veritas Multi Academy Trust Admissions Policies:
<https://www.veritasmat.co.uk/page/?title=Policies&pid=24>