



POLLYANNA PRE-SCHOOL CIO

ADMISSIONS POLICY

Statement of Intent

It is our intention to make our setting accessible to children and families from all sectors of the local community. We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

Procedure

We welcome children from the age of 2 years up to Reception year. To help children settle in and make the most of their time at pre-school, we require a minimum attendance of two sessions per week (or one full day). While Pollyanna Pre-School CIO is delighted to accept children from age 2, we recommend that those joining us before two-and-a-half years attend only morning or afternoon sessions (rather than full days) for at least their first half term.

We encourage and welcome children from all backgrounds, regardless of ethnicity, language, gender, religion, or disabilities. Children in need will become our priority as will those with 2-year-old funding (where families are in receipt of additional government financial support) and Early Years Pupil Premium. Proof of funding eligibility will need to be provided prior to place being confirmed.

A £25.00 admissions fee is charged when an Admissions Form is completed to enrol a child to secure their place onto the register. We will enrol children on a first come first serve basis. If your child is entitled to the government childcare funding and attends within the funded entitlement, the admissions fee will be refunded within the first few weeks of your child starting at Pollyanna Pre-School CIO. This will be deducted from the invoice unless otherwise requested by the parent/carer.

In the event we operate to near full capacity, our waiting list will be operational and is arranged in following order of:

1. Looked After Children / Children in Need
2. Children in receipt of 2-year funding or EYPP (for families receiving additional form of government financial support)
3. Children of staff
4. Children already attending will be offered additional hours, subject to availability.
5. Siblings already attending the setting.

- Pollyanna in-take will be each half term. It is recommended to secure the sessions of your child for the whole academic year as spaces are subject to availability, however we understand if there are unforeseen circumstantial changes which will not allow for this.
- We reserve a small number of places for 'Looked After Children / Children in Need' and government funded 2-year-olds whose family are in receipt of some form of additional government financial support. This entitlement will be effective for the child to start at preschool the term after their 2nd birthday when the funding is validated.
- An eligibility code will need to be seen, along with the entitlement letter – Eligibility entitlement for 2-year-old funding (families in receipt of additional government financial support) and eligibility code for the 'working families' entitlement (2-year-olds and 3/4-year-old expanded funding (30 hours). Both will need to be validated prior to starting at Pollyanna Pre-School CIO. Please ensure codes have a validity start date prior to the first of the month in respect of the term your child will be starting with us.
- We aim to offer all children their requested sessions, but if the setting is at full capacity this may not be possible.
- Each session will take up to forty children.



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Opening Hours:

Monday – Friday
9.00am – 2.45pm
38 weeks per year (September to July)

- We will consult with families about any changes to the times of the setting, whenever possible. However financial viability of the setting may on occasion necessitate certain changes.
- The government childcare funding can be accessed during all opening hours.
- Parents can request ad-hoc sessions during the current academic year, however, these are subject to availability and full payment prior to the ad-hoc session.
- If a child is off due to holiday or sickness, no alternative session will be offered, and no refund will be given for funded or paid children.
- We ask for a minimum of one-half term's notice in writing if you wish to withdraw your child from the pre-school. Any fees already paid is non-refundable.
- If parents wish to permanently change a session, a minimum of one-half terms notice must be given and is subject to availability.
- Pollyanna Pre-School CIO have the right to reduce / withdraw a child's funded sessions from the register should the child's attendance consistently fall below 50% of a term. This is a requirement from the Buckinghamshire Council Funding Team.
- Once the child's place has been confirmed, parents and carers are asked to complete a few forms and MUST provide at least two emergency contacts that are NOT parent/carer on the registration form.
- Pollyanna Pre-School CIO is separate from Stoke Mandeville Combined School and admission into Pollyanna Pre-School CIO does not infer admission to Stoke Mandeville Combined School.

Useful Links:

Help Paying for Your Childcare:
<https://www.childcarechoices.gov.uk/>

2-year old funding application:
<https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/2yo-funded-childcare/apply/>

Withdrawal and Termination

- Families wishing to withdraw their child must provide written notice at least half a term in advance.
- The preschool reserves the right to terminate enrolment if policies are not followed, fees are unpaid, or if the program cannot adequately meet a child's needs despite reasonable accommodations.

"As an Ofsted registered early years provider Pollyanna Pre-School CIO are legally bound to meet the requirements of the Ofsted regulations, and the Early Years Foundation Stage Framework published by the Department for Education."



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Review and Approval

This policy was reviewed and adopted on: 1st September 2025

Signed by Management Committee: _____

Print Name: _____ Nikitta Wehrle

This policy is reviewed **annually** or sooner in response to changes in legislation, guidance, or setting practices.