

Noah's Ark Pre-school



Supporting children and families with God's love and practical care

Admission Procedure

It is our intention to make our setting accessible to children and families from all sections of the local community. This policy should be read in conjunction with our **Equalities Policy**. We aim to ensure that all sections of our community have access to the setting through open, fair, and clearly communicated procedures.

We are open Monday to Friday during term time.

- Monday 8.45am – 5.00pm
- Tuesday 7.45am – 5.00pm
- Wednesday 7.45am – 5.00pm
- Thursday 7.45am – 5.00pm
- Friday 8.45am – 3.30pm

Sessions are 3 hours (morning: 8.45am – 11.45am and afternoon: 12.30pm-3.30pm) and can be extended by joining our Breakfast, Lunch and Tea clubs. (Full details on our website.)

We recommend that all children attend a minimum of 4 sessions per week. In their Pre-school year we suggest that children attend a minimum of 5 sessions per week.

Application for Places

Those wishing to apply for a place at Noah's Ark are invited to visit the setting before applying. Application forms are available from the office. Places will be allocated in term 4 ready for the September intake and throughout the year as spaces are available.

Allocation of Places

When the number of children on the waiting list exceeds the number of places available, we arrange our waiting list in accordance with the date of application. We recognise that there may be circumstances for some children and their families that might take precedence over allocation on a first come, first served basis. These could include:

- Children with special educational needs which can be met at Noah's Ark.
- Children where a sibling has attended Noah's Ark.
- Special family circumstances e.g., new to area, parental illness etc.

Once a place has been offered, parents and carers are invited to discuss any change in circumstance or preference before accepting a place. An offer must be accepted as soon as possible and, in any event, within 3 weeks by returning a signed acceptance form and, if appropriate, the registration fee.

Admission for Funded Places

Parents and guardians are responsible for ensuring that all necessary documentation is completed and signed to access their funded hours. An outline of funding eligibility criteria is below. If you have any further queries, please speak to a member of staff.

Free Early Years Education Entitlement (FEEE) -All FEEE entitlements at Noah's Ark are funded at 38 weeks enabling families of 3 & 4-year-olds to access up to 15 hours each week. In addition, some working

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families will be eligible to claim Extended Entitlement, increasing their claim to 30 hours a week. From April 2024, working families of 2-year-olds will be eligible to claim for extended 15-hour entitlement.

- Universal FEEE for 3 & 4-year olds: up to 15 hours a week. (a maximum of 6 hours in a day) Families of all 3 & 4-year-olds can claim this entitlement following their child's 3rd birthday and not before the start of the next entitlement period which commences at the start of Term 1, Term 3 or Term 5.
- Extended FEEE for 3 & 4-year olds: up to 15 further free hours taking the claim to no more than 30 hours a week. Eligibility for this is validated by HMRC. To check your eligibility please visit: www.childcarechoices.gov.uk. If you are eligible for the extended FEEE HMRC will allocate you an 11-digit code. To validate your claim for extended FEEE you will need to present your HMRC 11-digit code to Noah's Ark so that it can be checked. This **MUST** be done on the first day of Term 1, Term 3 **and** Term 5.

If you do not bring your code in, you **WILL NOT** be eligible for the EXTENDED FEEE and will be liable to pay for the additional hours over the universal FEEE. The charge for this is detailed in the **Fees and Finance Policy**.

- 2-Year-olds from working families: expanded 15 free hours are available to children from the term after their 2nd birthday. Parents must apply via by visiting www.childcarechoices.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long). The code needs to be verified by Noah's Ark before a child's start date.
- FEEE for 2-year-olds: up to 15 hours universal free hours are available to some families on low incomes. To ascertain eligibility for FEEE for 2 year olds, families will need to apply directly to the local authority. Parents must apply online for a place with Bristol City Council www.bristol.gov.uk/freeplacefortwos and be checked for eligibility before a free place can be offered.

Reviewed by Sophie Turner 26/03/2024

Signed.....date.....
Print name.....Role.....

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