

# Fairfield Playbox Pre-School

## **ADMISSIONS POLICY**

### **Statement of intent**

It is our intention to make Fairfield Playbox accessible to children and families from all sections of the local community.

### **Aim**

We aim to ensure that all sections of our community have access to Playbox through open, fair and clearly communicated procedures.

### **Methods**

To achieve this aim we operate the following admissions policy:

- We ensure that Playbox is advertised in places accessible to all sections of the community: Our website, through the KMC website, through our social media channels and on the AFC website, which supplies information about all early years provision in the borough of Kingston upon Thames;
- We offer places to children on a first come first served basis. The managers ensure that a list of applicants is kept in date order.
- The way in which a child's space is paid for will bear no relation to where the child sits on the waiting list or how spaces are offered out.
- When we have a vacancy at our preschool the child at the top of the waiting list will be offered the space. Parents will then have 14 days from day of offer to take up the space. If they do not respond within this time frame the space will be offered to the next child on the list. There are exceptions to this:

As Playbox is owned and managed by Kingston Methodist Church, children whose parent/s regularly attend the church have priority.

We occasionally give priority to a child with special needs, or one referred by Kingston Social Services or Achieving for Children (part of the Local Authority).

- It is a requirement that children attend a minimum of 2 morning sessions a week as our experience shows that this is necessary for children to settle and benefit from their time at Playbox.
- Playbox will not ask parents for any voluntary payments to cover the cost of delivering the EYFS. All care will be totally free at point of contact.
- Parents will be required to give a notice period of 4 weeks to leave or reduce their child's hours. This is in line with AFC's funding policy.

### **Early Education Funding**

EEF is delivered within statutory and local authority guidelines from the Royal Borough of Kingston's Achieving for Children department which may be updated

from time to time. This policy is applicable from 1 September 2023.

Parents can find information about early education and childcare provision on the AfC Family Information Service website:

<https://kr.afcinfo.org.uk/pages/community-information/information-and-advice/family-information-service-and-childcare-search/family-information-service>

Full information on Early Years Funding and other assistance with childcare costs can be found on the following Government website

<https://www.childcarechoices.gov.uk>

## **EEF Eligibility**

### **Universal 3 and 4 Year Old Funding**

- This is a universal funding which provides up to 570 hours of free childcare a year, effective from the term following the child's 3<sup>rd</sup> birthday). Playbox Preschool delivers this care for 15 hours a week based on 3 hours a day (9am-12pm), 5 days a week over 38 weeks a year (term time). Funding is claimed by and paid directly to us from Achieving for Children in the Royal Borough of Kingston.
- Playbox will provide parents with the Achieving for Children Parent Authorisation Form (PAF) to complete and return to preschool prior to the child's first day. Parents must state the number of hours that they are claiming with Playbox and, if applicable, give details of other settings where funding is also being claimed. Only one PAF will be required unless the funded hours being claimed at the setting change, in which case a new PAF will need to be completed.
- The minimum number of sessions that can be taken at Playbox is 2 mornings per week.

### **Extended Funding for 2, 3 and 4 Year Olds**

- This funding is for up to an additional 15 hours per week over 38 weeks a year. The place is subject to meeting the eligibility criteria and having a valid code from HMRC. Playbox preschool is offering the full 30 hours per week, 38 weeks a year 9am-3pm, Monday – Friday.
- Parents need to reconfirm their eligibility to this funding every 3 months. They will be sent reminders from HMRC to reconfirm that the details they entered on their initial application are accurate. It is the parents' responsibility to ensure they reconfirm their details in the timescales required by HMRC.

- Parents must give details and permission to check 30 hours code if newly accessing extended funding. These details and permission must be indicated on the PAF.

## Grace Period

If a parent falls out of eligibility to Extended funding, they enter what is known as a “Grace Period”. The details of the Grace Period dates are as follows:

End of Eligibility Period	Grace Period End Date
1 January – 10 February	31 March
11 February – 31 March	31 August
1 April – 26 May	31 August
27 May – 31 August	31 December
1 September – 21 October	31 December
22 October – 31 December	31 March

Parents who lose eligibility to the extended funding entitlement can continue with the extended funded placement for their child until the end of their Grace Period. If parents’ situation changes during this grace period time, making them become eligible again, then they should inform the preschool of their claim code and, may need to complete a new PAF, if funded hours being claimed are to change.

If parents would like their child to continue with their current sessions at Playbox but have fallen out of eligibility to extended funding, they can continue to do so after the Grace Period by claiming Universal Funding for the morning sessions and paying for the afternoons at the current non-funded rate per 3 hour session. The current non-funded rate is published on our website.

If a parent loses eligibility to extended funding but does not want to pay for their child’s extended hours after the Grace Period, their child can continue at Playbox for morning only sessions on the days they are currently registered to attend and claim Universal Funding for these hours. A new PAF will need to be completed.

## 2 year old funding

- This is an eligibility-based funding for up to 570 hours of free childcare a year effective from the term following the child’s 2<sup>nd</sup> birthday. Playbox preschool delivers this care for 15 hours a week based on 3 hours a day (9am-12pm), 5 days a week over 38 weeks a year (term time).
- The minimum number of sessions that can be taken at Playbox is 2 mornings (9am-12pm) per week.
- Funding is claimed by and paid directly to us from Achieving for Children. Applications for 2 year old funding are made by the parent via the Royal Borough of Kingston and places can only be allocated once eligibility has been confirmed. Eligibility is confirmed to the parent/ carer by Achieving for

Children and the parent should forward the eligibility code and date funding is valid from to Playbox.

- Parents/ carers must complete the PAF for Playbox to claim this funding.
- Children who join Fairfield Playbox under the 2 year funded scheme are automatically guaranteed to progress to a fully funded 3 and 4 year old place for the same sessions that they attended when aged 2. If a child does not attend for the full entitlement of 15 hours a week, but the parent wishes to increase their hours once aged 3, extra sessions will be offered when availability allows.
- Parents must complete the PAF at the start of a 2 year funded place. A new PAF will be required when moving from 2 year old to 3 &4 year old entitlements

This policy was last reviewed and revised on 12.6.25

Signed on behalf of the Management Committee by Alan Clatworthy (Chairperson)

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