



Tenterden Pre-School Admission Policy

At Tenterden Pre-School we offer fully funded Free Entitlement to 3 to 4-year-olds. All 3 and 4 year olds are entitled to 15 hours a week (Universal Entitlement) the term after their 3rd birthday for 38 weeks of the year and subject to meeting eligibility criteria a potential additional 15 hours per week (Working Parents Entitlement).

We take children from the term after their 3rd birthday, space permitting. Children who qualify for Early Learning for 2 year olds or the Working Parent Entitlement for 2 year olds can join from their third birthday.

The funding we receive covers the basic cost of educating your child. It does not include;

- meals
- consumables e.g. pull-ups, nappies, wipes and sun cream
- additional hours
- additional activities, such as trips

With this in mind and knowing the impact of charges on families, we have a clear policy on additional charges and what alternatives are available, such as supplying your own items, or waiving or reducing the cost of these items. This is in line with the DfE 2025.

Sessions:

At Tenterden Pre- School we offer the following funded sessions:

- 5 Mornings (8.50am-11.50am Monday-Friday)
- 5 Afternoons (12:00pm-3:00pm Monday-Friday)
- 2 ½ full days (Made up of two full days and one additional morning or afternoon session)
- 5 full days (Monday – Friday 8:50am-3:00pm). 30 hour children only.

All children are entitled to 15 hours of universal funded sessions each week the term after they turn 3 and some families may be able to access an additional 15 hours subject to meeting eligibility criteria. To check what funding your child is eligible for, please have a look at [https://www.kent.gov.uk/education-and-children/childcare-and-pre-school/help-with-childcare-costs#:~:text=Do%20you%20have%20a%20child,4%20year%20olds%20\(30%20hours\)](https://www.kent.gov.uk/education-and-children/childcare-and-pre-school/help-with-childcare-costs#:~:text=Do%20you%20have%20a%20child,4%20year%20olds%20(30%20hours))

To ensure that we have the correct ratio of child to adult we limit the number of children attending each session. We can have a maximum of 16 children in the provision at one time.

If we have a higher demand for spaces than the places available, we will follow our over subscription criteria set out below.

Where we are unable to offer your child a place immediately they will be added to our waiting list. You will be contacted when a space becomes available.

Over subscription criteria:

Our over subscription criteria is as follows:

1. LAC (Looked after Children)/ EHCP
2. Sibling Link
3. Distance

Additional Sessions:

Space permitting, there may be an option to pay for additional sessions for your child outside of your funding entitlement. These sessions will be charged at a rate of £26 per 3 hour session. Part sessions will not be permitted.

Wrap around care:

We do not currently provide wrap around care for children in our pre-school. This may change if the need makes it viable, so please do let us know if you would be interested in this.

Lunches:

Children attending for whole days or afternoon sessions will have lunch in school.

For those parents in receipt of specified benefits whose children attend **both** the am and pm funded sessions within one day, may be eligible for a free school meal (FSM). Eligibility to FSM can be checked using this link <https://www.kent.gov.uk/education-and-children/schools/free-school-meals/apply-for-free-school-meals>

If your child is not eligible for FSM and your child has a school lunch, this will be charged at the cost of £2.60 per meal payable via your child's account. If meals are paid for, they must be selected and paid in advance. Alternatively, children can bring a healthy packed lunch (no fizzy drinks or products containing nuts).

Drinks and Snacks:

All children will be provided with fresh water throughout the day. They can either bring a named water bottle to fill at school, or they can be provided with a cup.

Children will be provided with a light snack, morning and afternoon, consisting of fruit, breadsticks or crackers. £5 a term is requested per child to cover these costs, or you can provide your own.

Clothing and Nappies:

Each child will need a bag that can be kept in school containing a complete spare change of clothes, toilet wipes and spare underwear and pull-ups if needed. We will encourage children to be as independent as they are able when changing but adults are there to support when needed. Where wipes and pull ups are not provided and we need to provide, these will be charge at £2.25 per pack of wipes and £1 per pull-up used. This cost will be added to your next invoice.

All children in pre-school will be expected to wear pull-ups or underwear so that they can be changed standing up. If this is not possible for your child, please do speak to us in advance of them starting.

Sun cream:

When required, sun cream should be applied to your child before they attend the pre-school. If sun cream has not been applied and is needed, we will apply and a charge of £10 will be added to your account.

Additional activities:

We are very proud of our school grounds and the experiences it can offer, however there may be times when we take part in local visits or hosts additional activities in school. There may be an additional, optional cost to these which you will be notified of in advance. If we do not receive sufficient donations to cover the cost of the activity then it may need to be cancelled. Please do speak to us if you have any concerns about these charges.