



Admissions and Induction

Policy Statement

Tiggers is open to all members of the local community.

We provide information in clear, concise language, whether in spoken or written form. We provide information in as many languages as possible.

We base our admissions policy on a fair system and make sure that all parents are made aware of our equal opportunities policy. We do not discriminate against a child or their family, or prevent entry to Tiggers on the basis of colour, ethnicity, religion or social background (such as being a member of a Travelling community or an asylum seeker).

We take action against any discriminatory behaviour by staff or parents. Displaying of openly discriminatory and possibly offensive materials, name calling, or threatening behaviour are unacceptable on or around the premises and will be dealt with in the strongest manner.

Tiggers cares for pre-school children from the age of two years. The maximum number of children we accept per session is twenty eight, seven of whom can be below three years old. It is our intention to make the setting accessible to children and families from all sections of the local community, and we aim to ensure this through open, fair and clearly communicated procedures.

Procedures

All enquiries from prospective parents are passed to the Admissions Officer who will send (by email unless otherwise requested) the Tiggers Welcome Pack which provides information about the setting (including fees, hours of opening, staffing etc.) to the parents. Parents are encouraged to discuss any queries or individual needs with the Admissions Officer, other members of staff or the management committee.

Parents wishing their child to attend Tiggers should submit a completed registration form (included in the Welcome Pack) and a £20 registration fee. If your child is solely attending sessions covered by the government funded free entitlement then this is a voluntary fee, however is very much appreciated by Tiggers and goes towards our admin costs.

The registration form asks parents to state their preference as to which days the child will attend and start date, and Tiggers makes every effort to accommodate this preference. It is highly recommended that children do not attend any less than two sessions a week. Children that only attend one session tend not settle into the daily routines as quickly as others. The Admissions Officer will contact parents to inform them of the days which have been allocated and a start date. If parents have any concerns/queries about the days allocated and/or start date, they should contact the Admissions Officer.

The availability of spaces is the primary method of determination as to whether/when a child is offered a place. However, the Admissions Officer may use additional factors including:

- 1) The age of the child. Children under 3 years are required to have a higher staff ratio under Ofsted regulations. Therefore there are a limited number of places that Tiggers can offer to children of that age;
- 2) Whether the child has any siblings who have or who still attend Tiggers;
- 3) Whether the child has any siblings who have or who still attend at Balcombe CE Primary School; and
- 4) The distance the child will have to travel to attend Tiggers.



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Tiggers operates an equal opportunity policy and does not discriminate against any child or family who has special needs. (For example, Tiggers would not discriminate against any child who is not toilet trained though we ask that parents inform Tiggers of this in advance of their child starting at Tiggers so the staff can ensure we have appropriate facilities available.) Tiggers retains the right to limit access where it considers it will not be able to meet a child's particular needs, with the most likely reason for this being the limitations of the Parish Rooms. (For example, due to the lack of space, Tiggers would limit the access of children who would require a sleep during the sessions.)

The Admissions Officer has ultimate discretion in deciding whether a child will be offered a place at Tiggers. Parents have a right of appeal to the Admission Officer's decisions through the Complaints Procedure (details of which are set out below).

This policy is applied both to children starting at the setting and to those requesting additional sessions.

2 Year Old Funding

Certain families are entitled to 2 year funding. For more information please visit the West Sussex web site and follow instructions:

<https://www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/free-childcare-for-2-year-olds/#is-my-child-eligible-for-free-childcare>

3-4 Year funding

Free Entitlement to childcare is provided by the government for all 3 and 4 year olds. It is available in two forms:

- Universal Free Entitlement is for all 3 and 4 year olds. Children can use up to 570 hours each year, or a maximum of 15 hours over 38 weeks.
- Extended Free Entitlement (also known as 30 hours free childcare) is for eligible working parents of 3 and 4 year olds. Children can use an additional 570 hours each year, or a maximum of 30 hours per week over 38 weeks (1140 hours in total). If the funding is spread over a longer period, then the amount of hours taken per week would be reduced. This scheme starts in September 2017. Parents must apply online to the government to confirm their eligibility.

For more information on the extended Free Entitlement please go to :

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

Extra Sessions

Due to staffing ratios it is not possible to swap sessions on an add hock basis however if an extra session is require we offer a shop and drop. This should ideally be booked a few days in advance.



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Induction

Tiggers aims to provide a professional service where parents and staff share appropriate information concerning a child starting at the setting.

Prior to Start Date

The start date is agreed with parents following the procedures set out above.

At each staff meeting, the staff review the waiting list and check start dates of new children. The supervisor will assign a key person to any child due to start. The key person is the person who will take the lead in evaluating a child's development and devising a learning plan for that child while he/she is at Tiggers. The key person is the first point of contact for parents.

The Admissions Officer will contact parents approximately two weeks before the start date to remind parents:

- 1) The start date and that the arrival time for the first day is 9.30am (arrival time is 9.15am for standard sessions). The later start time for the first day ensures that the key person will be free to welcome the new child properly on arrival.
- 2) That they are welcome to stay with their child for some/all of the first session if this is necessary to assist the child to settle in.
- 3) To review the Tiggers Welcome Pack prior to the start date to ensure that parents are familiar with the workings of the setting.
- 4) To complete and bring the paperwork set out in the Tiggers Welcome Pack (parental agreement form, health plan if needed, child record of information form, child's birth certificate to show the key person) to their stay and play session (see below)
- 5) To bring a change of clothes and indoor shoes, and appropriate outdoor wear (coats and/or sun cream and hats depending on the weather).

In addition, prior to the start date, the Admissions Officer will invite parents to attend a stay and play session with their child before the official start date so that the child is familiar with the setting and the parents have the opportunity to discuss any concerns with staff.

Topics to discuss/cover will include, session times, typical daily routines and activities, expected behaviour, child collection book, food donations for snack time, parent involvement both on the Committee and as parent helpers during sessions, how information will be passed to parents (notice board and a child's drawers) and introduction to supervisor and other members of staff.

The First Session(s)

On the child's first day the key person will welcome the parent(s) and child and spend 10-15 minutes with them introducing them to Tiggers.

Parents are welcome to stay with their child for some or all of the first session to ensure that the child is comfortable and happy at the setting. The key person will assess how well a child is settling in and will, where appropriate, discuss a settling in program with the parents (for example the child will have a shorter session and build up over time until they remain for the whole morning).