

ADMISSION AND FREE ENTITLEMENT POLICY

Friary Pre School



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON



Approved by:	Friary Preschool Committee
Last reviewed on:	May 2026
Next review due by:	May 2027

Admissions and Free Entitlement Policy

We intend to make our preschool accessible to children and families from all sections of the local community and there is no registration fee applied for the registration. We are committed to being as inclusive as possible regarding our admission to our preschool. We aim to offer a high-quality service in a safe and stimulating environment where the needs of individual children and their families are met. The numbers and ages of children admitted to the Friary preschool comply with the legal space requirement set out in the early years Foundation stage. The preschool is registered with Ofsted to take 40 children per session, Monday to Friday, term time only. We have three main intake children per year which are September, January and April.

To register your child:

- Collect an application form from the preschool or download it from the Friary Preschool website.
- Complete the application form
- Attach a copy of your child's birth certificate
- Deliver or send it to Friary Preschool
(Please be aware that the completion of the registration form does not guarantee a place in the Preschool)

Friary Preschool Pattern of Delivery FE Hours

2 Year Old/ 3-4 Years Old/ Universal FE	Extended FE
3 hours per day over 5 days of the week (morning or afternoon session)	6 hours per day over 5 days of the week
6 hours per day over 2 days of the week	
3 hours per day over 3 days of the week	

Available session:

Full-day session: 6 hours per day 9.00 am- 3.00 pm

Morning session- 3 hours per day 9.00 am- 12.00 pm

Afternoon session – 3 hours per day 12.00pm-3.00 pm/12.30 pm-3.30 pm

Session rates:

£6 per hour

£18 per 3-hour session (Morning 9 am- 12 pm or 12 pm-3.00 pm

£36 for a full day 9 am- 3.00 pm

Admission criteria

Places will be offered to the children who are on the waiting list by contacting parents by email or telephone using the contact details provided. If no response is received within 4 weeks of making the offer, the place may be offered to another child from the waiting list.

Minimum attendance requirement

To support children's wellbeing, learning and development, and to enable them to establish secure relationships, become familiar with routines, and participate fully in the preschool curriculum, children are required to attend a minimum of two separate days per week in order to be offered a place at Friary Preschool.

This minimum attendance requirement applies to all admissions, regardless of whether sessions are funded or privately paid. Applications requesting attendance on one day per week only will not be accepted, except in exceptional circumstances at the discretion of the Preschool Manager.

Funding free entitlement: We are part of the Government Scheme for providing Free Entitlement places for Early Years education and care.

At Friary Preschool our 2, 3 and 4-year-old children can access their Free Entitlement of up to 15 and 30 hours per week Universal Government Funding, and it is 38 weeks of the year. With the 30 hours extended Government funding, parents must apply for this directly, as there are certain criteria to be met. Those eligible will be given a code that must be given to the setting so we can apply the funding on behalf of the parents. For further information visit the Family Information Service Website or click the link below.

www.westsussex.gov.uk/family

Absence Terms and conditions

In the event of a long-term absence, please contact the Manager or the Administrator

A maximum of two weeks holiday is permitted per year for children during term time. A maximum of two weeks is permitted by the education authority per year. Any more than this can be viewed as too risky and funding can be withdrawn by the finance and business support team.

If we are refused funding for your child, by the County council for any reason parents, guardians or carers will be liable to pay full fees within one month.

Payment of fees

Parents who have non-funded children requiring places will be asked to agree and sign our fees policy and Agreement as part of their child's terms and conditions of registration. On registration when you have agreed to the session, 4 weeks' fees in advance must be paid. All fees must be paid in full by the end of each term.

If fees become in arrears of more than 2 weeks, you will be given a written reminder of outstanding fees and your child's place will be suspended until outstanding fees are paid up to date to prevent further arrears being incurred.

Early Years Pupil Premium (EYPP) /Disability Access Fund (DAF)

EYPP and DAF are additional funding types, and some children are eligible for these additional payments. The money gained from this extra funding will be used to enhance the setting to source additional resources relevant to their needs. As an Early Years setting, we have the freedom to choose how we spend the money to support disadvantaged children in our care. Our Preschool will use the additional funding in the following ways:

- purchase additional resources for their learning
- Furthering our knowledge within our continuing professional development by attending relevant training.
- Provide a book bag for them, home setting sharing.
- Provide 1:1 support for special educational needs children
- To provide life experiences- Eg Zoo lab, incredible eggs, trips, visitors, and other learning activities.

Early Years Pupil Premium Policy

The Government pupil premium aims to raise achievement levels, increase social mobility and reduce the 'attainment gap nationally by giving us extra funding. This can be used to enhance the learning opportunities that we provide for the eligible children. This will be paid to the setting for the children of families that come under the following eligible categories.

- Income support, family and their parents are in receipt of benefits for example: child Tax Credit and Income Support
- Income-Based Job Seekers Allowance.
- Are subject to a child arrangement order;
- Have been adopted from care;
- Have left care through special guardianship;

- Have been looked after by the local authority for at least the span of one day;
- The guaranteed element of state pension credits.
- Children who are fostered or looked after.
- Children who have been adopted from care.

The setting will be responsible for keeping a record of how all the money is spent. The activities and resources gained through the aid of the early Years pupil premium must be closely monitored and evaluated regularly, to prove the money is being used responsibly.

Identifying eligible children:

Providers will be expected to gather the information required from parents in order for the local authority to check eligibility using the West Sussex County Council (WSCC) Parent Declaration form.

The information required is as follows:

Parent/carer's full legal name

Parent/carer's date of birth

Parent/carer's National Insurance (NI) number or National Asylum Support Service (NASS) number

The parent/carer has provided evidence that the child has been in local authority care for one day or more in England or Wales (if applicable)

The parent/carer has provided evidence proving the child has been adopted from local authority care, left care through a special guardianship order or is subject to a child arrangements order (if applicable)

For all children thought to be eligible for EYPP, providers will be asked to include this information on their headcount return through the online provider portal. Providers must tick the 'EYPP' consent box when submitting their claims.

Transfer a child from between providers:

When a child moves to another setting after the headcount week, Friary Preschool ensures that the balance of the unused funding is transferred to the child's new setting.

Notice for removing a child from preschool.

The notice for withdrawing a child from Friary preschool or making any changes to the number of sessions is 4 weeks. This needs to be by letter or email.