



Admissions and Funding Policy

Policy Statement

Little Rays Preschool and Forest School is committed to providing a welcoming, inclusive, and transparent admissions process. We publish our admissions criteria, funding offer, and fee information in advance so parents can make fully informed decisions. This policy aligns with the Early Years Foundation Stage (EYFS), Surrey County Council (SCC) funding guidance, and the Equality Act 2010.

Aims

- To offer high-quality early years education and care for children aged 9mths–5 years.
- To ensure all families are fully informed about available places, funding options, and any additional charges.
- To provide a flexible and transparent funding offer that supports family choice.
- To operate a fair and consistent admissions process that supports the needs of our community.

Admissions Criteria

Little Rays Preschool and Forest School welcomes all children regardless of gender, family structure, race, religion, ethnicity, background, or additional needs.

Admissions are offered subject to:

- Availability of places and staffing ratios.
- The child's age and stage of development.
- The need to maintain balanced age groupings.

Where applications exceed available places, priority is given as follows:

- Looked-after children and those with additional or special educational needs (SEND).
- Siblings of children already attending.
- Children living locally.
- All other applicants on a first-come, first-served basis.

There is no registration fee.

Parents will be invited to visit and attend a settling-in session before their child starts.

Equal Opportunities

We are committed to providing equal access to our setting for all children. Reasonable adjustments are made to support inclusion. Staff work closely with parents, carers, and external professionals to ensure all children can thrive.



Funding Entitlement

We offer all statutory early education entitlements in line with SCC's Provider Agreement. Parents are given full written information before their child's funded hours begin.

Universal and Extended Entitlements

- All 3- and 4-year-olds are entitled to 570 hours of funded early education per year (up to 15 hours per week over 38 weeks).
- Eligible working parents may access up to 1,140 hours per year (up to 30 hours per week over 38 weeks).
- Parents may choose to take fewer hours if they wish.
- We are a term-time only provider, operating across 38 weeks per year.

2-Year-Old and 9-Month-Old Entitlements

- Eligible 2-year-olds can access up to 15 funded hours per week.
- From September 2025, eligible working parents of children aged 9 months and above can access funded childcare in line with the national rollout.

Flexibility of Funded Hours

- Funded hours are fully flexible across our session times, with no minimum number of days required.
- Parents can choose how to use their funded hours across the week, subject to availability.
- Forest School sessions are included within the funded offer and are not charged as an extra.
- There are no consumables or top-up fees for funded hours.
- Funded hours must be agreed in advance and confirmed by a signed Parent Declaration Form.
- Additional hours or optional services (such as hot meals or extra sessions beyond funded entitlement) will be charged separately at the published rate.
- If a child attends more than one provider, funding will be shared between settings as agreed with parents.

Early Years Pupil Premium (EYPP)

Some 3- and 4-year-old children may be eligible for EYPP. This provides additional funding directly to the setting to enhance the child's learning and development. EYPP funds are not used to subsidise fees or general running costs, but are used specifically to support eligible children's outcomes.

Funding Entitlement Terms

To ensure transparency and consistency, we provide all parents with written details of our funding terms before their child's funded place begins. This includes:

- The total number of funded hours available.



- Days and times when funded hours can be taken.
- Information on any optional charges (e.g., meals).
- Confirmation that children can access their full entitlement without being required to pay for additional hours or services.
- Confirmation that parents can take fewer hours than their full entitlement if they wish.

We also ensure a smooth transition when children move between entitlements (for example, from 2-year-old funding to 3–4-year-old funding or from universal to extended hours).

Fees and Additional Charges

- Privately funded hours: £8.00 per hour.
- Hot meals: £3.75 per meal.
- There are no registration, consumables, or top-up fees.
- Fees apply only to hours or services beyond the funded entitlement.
- Invoices are issued monthly in arrears and payable by the due date stated.
- Fees remain payable during absences such as illness or holidays unless otherwise agreed.
- Late payment may result in temporary suspension of the child's place.

Notice Period

A four-week written notice period is required to cancel or change sessions. Failure to provide notice may result in full fees being charged for the notice period.

Communication and Transparency

This policy, together with all fee and funding information, is made available to parents before admission and before funded hours commence.

We ensure parents understand:

- Their funding entitlement and how hours can be used.
- That they can access their entitlement without paying for additional hours.
- How fees are charged for optional extras.
- The number of funded weeks offered (38 weeks term-time).

This ensures all families have a clear understanding of the offer before committing to a place.

Confidentiality and Data Protection

All admissions and funding records are managed in accordance with the Data Protection Act 2018 (GDPR). Personal data is only shared where legally required or with parental consent.

Monitoring and Review

This policy is reviewed annually by the Manager and Directors to ensure compliance with



local authority and national funding guidance.

Policy reviewed: October 2025

Next review due: October 2026

Signed: _____

Manager: Mairead Cheeseman