

Bramble Bears – Admissions policy

Policy Statement

It is our intention to make Bramble Bears accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

Procedures

Childcare Provision

Bramble Bears Playgroup-Preschool provides care for up to a maximum of 24 children per session, of which, a maximum of 6 children will be aged 2 between the hours of 9am and 3pm term time only.

Enquiries

We ensure that the existence of Bramble Bears is widely advertised in places accessible to all sections of the community.

Parents and carers can find out more about their child attending Bramble Bears by contacting the setting on 07847 225093 or emailing bbsupervisor01@gmail.com or visiting our website. We provide information that is accessible in written and verbal form.

We will provide translated written materials where language needs of the families suggest this is required, as well as access to an interpreter. Where possible we will provide information in Braille, or through British Sign Language. One of our staff is trained to intermediate level of British Sign Language.

We describe Bramble Bears and its practices in terms that make it clear that it welcomes fathers, mothers, other relations, carers and childminders.

We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired language. Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

We describe how our practices enable children and/or parents with disabilities to take part in the life of Bramble Bears.

We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.

We make our Valuing Diversity and Promoting Equality Policy widely known. We consult with families about the opening times of Bramble Bears to ensure we accommodate a broad range of families' needs.

Food and drinks, resources extra fees

We ask for a voluntary contributions cost of £1 per hour towards snacks, drinks, cooking activities and resources.

This is voluntary and only if you can afford it we welcome the help due to being a charity playgroup.

Alternatively you could bring your own snacks, drinks and help by bringing in any paper, craft supplies if you wish.

Lunches

Families to provide their child with a pack lunch and drink. Also a fruit snack.

Fees

If you don't not qualify for funding or go over your free hours entitlement, we charge £5 per hour. Payable a month in advance. Invoices to be paid monthly or termly in advance.

Late charges may occur of £15 per week over due.

Early Education Offer

Bramble Bears offers:

- the 15 hour funded entitlement to eligible 2 year old children and their parents/ carers.
- the 15 hour and 30 hour entitlement eligible to 3 and 4yr olds

Please check via government gateway account or Childcare Choices website, or ask Bramble Bears for information on how to check eligibility for 30 hours.

Documentation required to confirm eligibility to Early Education

Verify date of birth

You will be asked to show your child's original Birth Certificate to verify their date of birth.

Evidence to validate national criteria has been met

IF claiming **2 year old funding**, **OR** the **30 hour funded entitlement**, you will be asked to provide your eligibility code.

Process to claim funding

Parents/ carers must complete a claim form each term in order to access their child's funded entitlement.

Number of Places

Bramble Bears has a maximum of 6 funded 2 year old places and 18 funded 3 year old places available each day. 2, 3 and 4 year old year old funded hours may be claimed between 9am and 3pm.

Funded hours

Funded hours can be used in all sessions, between 9am and 3pm term time only. We cannot stretch funding. We can accept funding when it is split between 2 other settings and can charge for any additional hours over these at our usual hourly rate of £5 per hour. Early Education is offered within the national parameters -

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

Waiting list

If Bramble Bears does not have a space for your child you can ask for them to be placed on the waiting list. Parents/ carers will be contacted in order when a space becomes available. We agree to keep a place open should this be financially viable to accommodate an emergency admission. Children will be accepted into the setting using this criteria:

3 and 4 year old funded children,

2 year old funded children,

All other children.

Children in the care of the local authority, or who have a sibling already attending the setting may be prioritised - dependant on individual circumstances.

Attendance patterns

We are flexible about attendance patterns to accommodate the individual needs of individual children and families providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

Early Education is offered to families 39 weeks of the year. (term time only)

Funded hours can be claimed –

- Mon – max hours = 9.00-3.00 - 6 hours
- Tues – max hours = 9.00-3.00 - 6 hours
- Wed – max hours = 9.00-3.00 - 6 hours
- Thur – max hours = 9.00-3.00 - 6 hours
- Fri – max hours = 9.00-3.00 - 6 hours

There are 24 fully funded places for families, these sessions are available –

- Mon – max hours = 9.00-3.00 - 6 hours
- Tues – max hours = 9.00-3.00 - 6 hours
- Wed – max hours = 9.00-3.00 - 6 hours
- Thur – max hours = 9.00-3.00 - 6 hours
- Fri – max hours = 9.00-3.00 - 6 hours

If you are unable to pay our charges, please speak with **Laura** to discuss the alternative options available.

Funding can be claimed during our lunch period.

Registration Process

- Documentation to register interest

Please contact the Playgroup Leader to confirm that you would like to take up a funded place. They will invite you into the setting to look around and provide you with an application to join which needs to be filled out and returned to confirm your interest in attending. Places cannot be allocated without this document. We do not charge a registration fee.

- Documentation to confirm place

When your child's place is confirmed the Playgroup Leader will contact you by phone or email to inform you of their start date and book in settling sessions.

- Settling in Sessions

Children will be offered 2 x 3hour long mandatory settling in sessions. These sessions are charged at a cost of £15 per 3 hour session. Any additional sessions are charged at a cost of £15 per session before any free entitlement is taken. These additional sessions are optional. We charge £5 per hour.

Contractual Arrangements

A written contract makes up part of the registration document, this contains 2 copies both of which are to be signed by the parent or carer and 1 copy to be returned to the setting.

We do not charge a registration fee.

Additional funding

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND.

This means we will -

Follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice

Monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review

Provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary

Utilise the SEN inclusion fund and Disability Access Fund to deliver effective support

Publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory and our website to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

This policy was adopted at a meeting of Bramble Bears	
Held on: June 2025	To be reviewed: June 2026
Signed by: (PRINT) Laura goss	Signature: lgoss
Role of Signatory: playgroup supervisor	