



Laurel Farm
Kindergarten

Admissions Policy

Version	Purpose/Change	Author	Date
1.0	Initial version	Claude Lebaleur and Kelly Harries	07/11/2019
1.1	Reviewed	Claude Lebaleur and Kelly Harries	27/01/2021
1.2	Reviewed	Claude Lebaleur and Jessie Kazak	02/05/2022

Introduction

This policy outlines our admissions process from point of enquiry through to attendance, as well as to explain how we adhere to statutory requirements in order to receive Early Years Entitlement.

Steiner Waldorf schools are founded on respect and care for the development & individuality of human beings in the context of their cultural & natural environment. The educational approach seeks to be hospitable to the ethnicity, family background or other traditions of the children & to provide them with insight & understanding for the diversity of human beings as a whole.

In keeping with these aims, Steiner Waldorf schools aim to create places of support for the development of children in which appropriate human rights & responsibilities are incorporated in their policies & procedures. Equality of opportunity and the respectful valuing of every contribution to the school community are integral to the provision of Steiner Waldorf education.

Provision

Staff: child ratios

As outlined in the EYFS Framework 2021, we are restricted to the number and ages of children that we may care for at any one time. As part of our Ofsted registration, Laurel Farm Kindergarten is registered to care for 16 children per day and we have two members of staff employed to work during Kindergarten hours. However, the number we admit can change depending on the age of the children we have in our care and the qualification of our the staff.

Laurel Farm Kindergarten receives children aged 3 years – 6 years (up to their 7th birthday).

.For children aged two:

- there must be at least one member of staff for every four children
- at least one member of staff must hold an approved level 3 qualification
- at least half of all other staff must hold an approved level 2 qualification

For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, is working directly with children:

- there must be at least one member of staff for every 13 children
- at least one other member of staff must hold an approved level 3 qualification

.For children aged three and over in independent schools, where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, working directly with the children:

- there must be at least one member of staff for every eight children
- at least one member of staff must hold an approved level 3 qualification
- at least half of all other staff must hold an approved level 2 qualification

Staff: child ratio for over 3's is 1:8 and for over 2's is 1:4. Therefore, at times our maximum number is 12 children per day when we have a number of 2 year olds on our enrollment.

Opening Hours

We provide morning care (9.30am – 2.30pm) and subject to demand, afternoons (2.30pm-4.00pm) as and when it is needed.

Our opening hours are as follows:

Monday - Thursday 9.30am – 2.30pm

Childcare and early education entitlements

Laurel Farm Kindergarten is Ofsted registered and can therefore receive the free universal 15 hours Early Years Entitlement from the local authority. Making a claim for the entitlement will be the responsibility of the Kindergarten operations manager who will provide the parents with the EYE 2 Parent Declaration form and who will ask to view evidence to verify the child's date of birth (birth certificate or passport).

The Early Years Entitlement may be split between two providers. If parents are splitting their entitlement they will need to inform the Kindergarten Operations Manager whether the hours they are claiming are universal or extended, and will need to provide the name of the other provider as well as the number of hours they are claiming with this provider.

Laurel Farm Kindergarten can also offer the 30 hour funding scheme. Parents and carers will need to apply for this themselves via the GOV.UK website and then provide the Kindergarten Operations Manager with the code that is given to them. To meet the eligibility criteria for the offer, all parents in the household must be working the equivalent of 16 hours a week at the national minimum or living wage up to a maximum salary of £100,000 a year per individual.

Parents do not necessarily need to actually work 16 hours a week, but their earnings must reflect at least 16 hours of work at National Minimum Wage or National Living Wage; this includes those on zero-hour contracts who meet the criteria. This scheme is different to the current free childcare scheme which is open to everyone.

Laurel Farm Kindergarten can also accept 2-year-old funding, in which parents and carers again need to apply for themselves via the GOV.UK website. If parents meet the criteria they will be issued a code which they then need to provide to the Operations Manager.

Laurel Farm Kindergarten supports the tax-free voucher scheme and are currently registered with gov.uk, apple childcare and kiddivouchers.

In order to provide such a high quality Steiner Early Years provision with Steiner trained staff and Steiner resources, Laurel Farm Kindergarten charges a sustainable fee* in addition to the Early Years Entitlement. Parents and carers are invoiced for these extra fees.

Laurel Farm Kindergarten actively seeks to claim Early Years Pupil Premium (EYPP) for families that meet the criteria, for example, who receive universal credit or who are on low income. Early Years Pupil Premium is given directly to us so that we can make the setting accessible to the aforementioned families. Laurel Farm Kindergarten will use the EYPP in

three ways: 1. Provide free lunches, 2. Reduction in additional fees, 3. Provide high quality resources and play equipment. Families that are entitled to EYPP therefore receive 80% of the extra funding directly in their termly invoice, whilst 20% is retained by the Kindergarten to fund high quality resources.

Fee Structure

You can fund your child's Kindergarten place using the government funded hours or pay for your child's place. We do not have any restrictions on when or how you can use your funded hours. We do ask for a daily Sustainability fee if using the funded hours.

SUSTAINABILITY FEE

(Funded hours only)

We request that parents/carers contribute towards the delivery of our provision at the cost of £16.50 per day (from Sept 2022).

The following is taken from our local provider agreement with the council:

“Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services.”

It is, therefore, necessary that we apply a charge for lunch, consumables and additional services.

The fee goes towards the following and more:

- Daily Forest School opportunities
- Qualified Steiner teachers working directly with the children
- Qualified Forest School leaders working directly with the children
- A range of enrichment activities
- Specialist resources
- High quality toys
- Lunch

We call it a Sustainability fee as without this additional income, and if we were to rely solely on the funding from the Government, our provision wouldn't be able to operate according to our vision and values.

This Sustainability fee is only applied to those using government-funded hours. It does not apply to those paying the daily fee of £38. You will be invoiced monthly for this additional contribution.

To put this into real terms, if your child attends 2 days a week we will request an additional £33 per week (£132 per month).

Any hours above the 15 hours Early Years Entitlement (EYE) or 30 hours entitlement will be charged at **£7.60** per hour

For Children aged 2.5- 5 years

The cost is **£7.60** per hour. If you are entitled to receive funding then the cost is **£3.30** per hour.

For Children aged 5-6 years

The cost is £5.30 per hour. Once government funding ceases, children over the age of 5 need to attend all four sessions.

An example of approximately how much parents and carers are invoiced per month:

Children aged 2.5 to 5 years and eligible for 15 hours funding	Session 9.30am – 2.30pm
2 days	£132
3 days	£198
4 days	£350

Children aged 3 to 5 years and eligible for 30 hours funding	Session 9.30am – 2.30pm
2 days	£132
3 days	£198
4 days	£264

Children aged 2.5 years (not eligible for EYE)	Session 9.30am – 2.30pm
2 days	£304
3 days	£456
4 days	£608

Children aged 5-6 years (not eligible for EYE)	Session 9.30am – 2.30pm
2 days	£180.40
3 days	£270.60
4 days	£360.80

NB: We require a minimum of 2 sessions per week to be booked. A session is defined as 9.30am-2.30pm. Invoices will be emailed in advance of each month.

Open Days

Potential families are required to attend an open day, or at least visit the Kindergarten and meet the Teacher, before an application form can be accepted. This is to safeguard the Kindergarten from allocating spaces to families who are not fully committed and/or knowledgeable of the Kindergarten and its curriculum.

Application Process

1. All potential parents are emailed a copy of the Kindergarten's application form (which contains the parental contract) and admission information (including fee structure and deposit T&C's).
2. Once the operations manager receives a fully completed application form, with the £100 joining fee, they process the information and then forward the application form to the Kindergarten Teacher.
3. The teacher will review the application and if necessary arrange a 1:1 session to get to know the family.
4. Once a decision has been made on a place, the Operations Manager will e-mail a Getting to Know You Form for the family to complete and then will coordinate the settling in process.

*Places are offered based on the Kindergartens ratios and availability at the time of receiving the application form and/or on the staff's capacity to meet the needs of the individual child.

Retaining a Space

Families are welcome to apply for a future space for their child and Laurel Farm Kindergarten will bear that space in mind for your child. However, a space can only be held if fully paid for.

Families that are attending but who wish to take their child out for a number of weeks or months (on holiday or to work), will also need to pay to keep their space held.

Parental Contract

We require parents to sign a contract before their child starts attending Laurel Farm Kindergarten. This is to provide clarity around our terms and conditions when enrolling a child into our setting and to prevent confusion or conflict.

- **Joining Fee-** To secure a place for their child, parents are required to pay a £100 admin fee to cover the costs of processing applications. If we are unable to offer their child a place this will be refunded. If they decide to withdraw the application after we have begun processing it then it will not be refunded.
- **Payment** - Strictly using a standing order system, on the 1st of each month (one month in advance e.g. September sessions must be paid for by 1st August). Late payments will be charged at £25.00 per month. 'Bounced' payments will also be charged at £25.
- **Sessions** - Places at Laurel Farm Kindergarten are offered on the basis of a minimum of sessions of attendance per week and a minimum of two consecutive terms' attendance.
- **Attendance** – Parents are required to give 12 weeks' notice if they would like to reduce their child's hours. We can offer the occasional ad hoc change in sessions but children are required to attend on consistent days each week.
- **Absence** – If a child can't attend a session due to illness or holidays, for example, the parents will still be charged for the session. If Laurel Farm Kindergarten cancel a session due to staff illness then parents will not be charged for these sessions. In the event of forced closure, for example due to extreme weather or a pandemic, then parents will be required to pay 50% of their fees.
- **Notice** - A minimum notice of one term is required if parents wish to leave Laurel Farm Kindergarten. If less than one term's notice (12 weeks) is given then the parents must continue to pay fees for one full term due to their place having been held for them.

NB. If parents experience difficulties meeting the cost of Sustainability fee they are recommended to discuss this with the Operations manager in advance of the due payment.

Settling In:

- We are keen that children and parents feel comfortable bringing and leaving their children at Laurel Farm Kindergarten and therefore we like to offer some suggestions for settling a child in and helping them become familiar with the staff and the playroom.
- One of these suggestions is either a home visit, whereby the Teacher visits the family at home, or a 1:1 Kindergarten visit whereby the family visit the Teacher at the Kindergarten. The Teacher will contact the family to arrange this after they have received a fully completed application form and a Getting To Know You form. This is a wonderful opportunity for the Teacher to get to know the child on a 1:1 basis and to start forming a bond, but with the familiarity and security of having their parents present. It's also a great opportunity for the parents to give relevant information to the Teacher and to arrange a settling in process in accordance with the child's needs.
- Another option would be to attend Green Sprouts. A kindergarten Teacher runs a parent and child group on Friday mornings for children aged 0-3 years. This group is similar to a Kindergarten session, during the winter, whereby they do a Steiner – based activity, eat a snack, sing songs and walk around the farm. In the Autumn and Summer, sessions happen outdoors. We strongly suggest to families whose children may need more time and nurturing to get settled into the Kindergarten, to attend this group for a few weeks before their child starts.
- We also suggest that families arrange play dates with each other so that the children have familiar faces, and even friends, when they start Kindergarten. This would be handled by the Kindergarten Teacher or the Kindergarten operations manager in conjunction with our GDPR policy.
- And lastly, we suggest parents read pedagogical stories for transitions and separation to their child for a few weeks before they start Kindergarten. These will be provided to them by the Kindergarten Teacher.
- A detailed letter with suggestions of what and how to prepare the families before the child starts settling is sent 4 weeks prior to the beginning of the school year or starting date

Termination of Contract

Laurel Farm Kindergarten reserves the right to terminate a parents' contract and to withdraw their child's space at the Kindergarten under these circumstances:

- **Outstanding fees** – the parent hasn't paid fees for two consecutive months.
- **Lateness in paying fees** – the parent persistently pays fees after the 1st of each month, despite being reminded to do so.

- **Disrespectful behavior** – the parents display a lack of respect for the Kindergarten staff, their fellow parents and/or for the Kindergarten’s processes (such as time-keeping, parent meetings etc).
- **Threatening behavior** – the parents threaten members of staff, parents and/or children from the setting. We have zero-tolerance of this and will call the police if such behavior occurred.

Under these circumstances the Kindergarten reserves the right to terminate a parent’s contract with immediate effect.

Review

This policy will be reviewed on April 2023.

Statutory Framework for The Early Years Foundation Stage 2021 available at <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

<https://www.gov.uk/government/publications/30-hours-free-childcare-1a-and-early-years-provider-guide>

[EYFS staff:child ratios - DfE approved qualifications - GOV.UK](#)