

Admissions Policy

Legal Framework

Little Home Learners is an Unique Support Early Years-registered early years childminding setting. We are legally required to follow:

- The Early Years Foundation Stage (EYFS) statutory framework
- All relevant Unique Support Early Years regulations
- Buckinghamshire Council's Local Management of the Funded Entitlement guidance

We are committed to transparent, fair, and inclusive admissions for all families.

Setting Overview & Opening Hours

Little Home Learners operates:

- Monday–Thursday, 08:30–18:00
- 38 weeks (term-time) or 47 weeks (stretched) depending on the family's chosen attendance pattern

These are our full opening hours for all children, whether funded or privately paid.

Funded Hours Availability

Funded hours can be used without the purchase of private hours during:

Monday–Thursday, 08:30–18:00

There are no artificial breaks in the funded day.

Funding Streams Offered

We offer the following entitlements:

- Disadvantaged / FRAS 2-year-old funding (15 hours / 570 hours per year)
- Universal 3 & 4-year-old funding (15 hours / 570 hours per year)
- Working Parent Entitlement (9 months–2 years) (30 hours / 1140 hours per year)
- Working Parent Entitlement (3 & 4 years) (additional 15 hours / 570 hours per year)

Weeks Offered

Parents may choose:

- 38-week term-time
- 47-week stretched

Residual hours from stretched funding are offered as hours only, not as monetary value.

Admissions Criteria & Waiting List Prioritisation

Where demand exceeds availability, places are allocated in the following order:

1. Siblings of children already attending Little Home Learners
2. Children in Need (CIN)
3. Children eligible for 2-year-old funded places
4. Children with Special Educational Needs and Disabilities (SEND)
5. Children living within Buckingham Park

These criteria are applied consistently and transparently. Parents may request to see this policy at any time.

Equal Opportunities

We welcome all children regardless of:

- ethnicity
- religion
- language
- gender
- disability
- family structure
- socio-economic background

We make reasonable adjustments to support children with SEND.

Settling-In Process

All children are offered a personalised settling-in plan based on their needs, routines, and family preferences. This may include short visits, stay-and-play sessions, or phased start times.

Required Documentation Before Start

Before a place can be confirmed, parents must provide:

- Completed Admissions Form
- Proof of identity and address
- Funding eligibility codes (if applicable)
- Emergency contact details
- Medical information, allergy details, and care plans (if relevant)
- Any safeguarding information (CIN/CP/Early Help/SEND)

Deposits & Holding Places

To secure a place at Little Home Learners:

- A £50 deposit is required for all children.
- For funded-only children, the £50 deposit is refunded within 6 weeks of the child starting.
- For children accessing a mix of funded and private hours, the deposit is held and deducted from the first invoice.
- No registration fee is charged for funded-only children.

A place is not guaranteed until the deposit is received, and all required documentation is completed.

Attendance Expectations

Families are expected to:

- Adhere to agreed attendance patterns
- Inform the setting of absences
- Keep emergency contact details up to date

Regular attendance supports children's wellbeing and learning.

Withdrawal of a Place

A place may be withdrawn if:

- Information provided is found to be false
- Fees for private hours or optional extras remain unpaid
- A child's needs can no longer be safely met despite reasonable adjustments
- Persistent non-attendance impacts the child's wellbeing or the viability of the place

Funded hours will **not** be withdrawn due to non-payment of voluntary consumables.

Notice Period

A minimum of 4 weeks' written notice is required to end a place, unless otherwise stated in the contract.

Policy Review

This policy is reviewed annually or sooner if legislation or local authority guidance changes.

Date of next review: February 2027.