

Admissions Policy

It is the intention of (setting name) to make our provision accessible to children and families from all sections of the community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

- We will ensure that the existence of (setting name) is widely known in local communities. Advertising notices will be placed in widely accessible areas, in more than one language if appropriate.
- We will describe practices in terms which make it clear that all sections of the community are welcomed.
- We will ensure that the description of the setting and its practices demonstrates how the setting enables children and/or parents with additional needs to take part in the activity of the setting.
- We will monitor the gender and ethnic background of the individuals joining the group to monitor our intake and ensure it is representative of social diversity.
- We will ensure that information about our setting is accessible in written form to all. Where necessary we will try to provide information in spoken form, Braille, in more than one language, through signing or an interpreter.
- Children from the age of (insert as appropriate) will be admitted in accordance with our Ofsted Registration.
- We will endeavour to be flexible regarding attendance to accommodate the needs of all families.
- We will keep a place vacant, if this is financially viable, to accommodate an emergency admission (*insert if appropriate*).

The waiting list will be monitored and reviewed regularly.

The following factors will be taken into consideration in allocating places:

- The age of the child.
- Where 3 & 4 year old places are available, hours will be prioritised for children who are eligible to access their Early Years Entitlement (EYE).
- Length of time on waiting list.
- Siblings already attending the setting.
- The vicinity of the home to the setting.

EYE places will be offered in accordance with the Code of Practice for Local Authorities on Delivery of Free Early Years Provision for 3 & 4 year olds (September 2010) and the local conditions identified within the Early Years Provider Agreement.

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by (setting name) in line with the Data Protection Act 1998 and Ofsted Registration requirement under The 1989 Children Act.

Payment

Fee payment is required weekly/ monthly/ termly /half termly (*insert/delete as appropriate*) in advance by cash/cheque (*delete/insert as appropriate*.)

(Setting Name) encourages prompt payment but recognises that at times some parents/carers may experience financial difficulties. (Setting Name) will ensure that no child/children/families are penalised should this situation arise. (Setting Name) will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/children to continue to attend. All financial matters will be dealt with the utmost sensitivity and consideration and in confidence.

In the event of non payment:

- The Manager will liaise with the parent/carer concerned.
- A payment plan will be agreed if necessary.
- Where unmet payments continue the owner/chair of committee (*insert as appropriate*) will liaise with the parent/carer to arrange payment options.
- Where there is no resolution the child's/children's place may be withdrawn.

Cheques should be made payable to (*insert as appropriate*)

Tax Credit

(Setting Name) is registered with Ofsted, therefore where appropriate parents/carers are able to claim child tax credit. Details are available upon request.

Childcare Vouchers

(Setting Name) is registered with (*insert as appropriate*) and accepts childcare vouchers. Details are available on request (*insert if appropriate to setting*).

This policy has been adopted by (setting name).

Signed on behalf of the setting by:

.....Chairperson/Owner (*delete as appropriate*)

..... Secretary/Manager (*delete as appropriate*)

Date:

Review Date: