



Admissions Policy

We provide quality care for children aged 2yrs to school age within the local community and have space for up to 32 children per day. We are open all year but have some spaces for term time only children.

We advertise to the local community and do not discriminate in any way against any family that is interested in their child attending our setting. We provide information about us through our website, social media and brochure. We are happy to provide this information in a more accessible format should it be necessary.

Our sessions are full day, morning only, morning plus lunch, afternoon only and include funding for 2, 3 and 4yr olds. Our funded only sessions are 1pm to 4pm, otherwise funding can be used for up to 6 hours per day. We offer funding across the year (12 hours per week across 47.5 weeks) or term time only for either 2yr funding, the universal funding or extended funding for working parents.

When offering a place we take into account:

- Availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements.
- Any internal waiting lists – parents waiting to increase sessions
- Siblings - sibling discounts are available
- Minimum number of sessions - children need to be booked in for a minimum of 2 sessions per week, this is for the benefit of the child as it helps them to settle well. For anyone doing full time with us (every day 8am-4pm) a discount is available
- Should there be a waiting list for sessions then we will offer places in chronological order
- We do not distinguish between parents paying fees and those using funded hours when offering places
- We never have discriminated, and have no intention in the future of discriminating, against any child on the grounds of sex, race, religion, colour or creed.

Our registration process:

- We recommend that parents have a tour of our setting and talk to us before committing to a place. You are also welcome to talk to other parents about their experience with us – we can put you in touch.
- Following your visit we will check our availability to ensure that the days and sessions you require are available and we then ask that you complete the registration form and return this along with a deposit of £100 to reserve the place. The terms and conditions are sent with the registration form and by signing the registration form you agree to our terms.
- We put in writing by email confirmation of the sessions booked, the start date and any other welcome information such as settling information and what to bring. We also include a link to our policies on our website.
- During the settling sessions the 'all about me' form will be completed which captures the likes and needs of your child so we can care for them. Your key person will help complete this with you to get to know your child. You will also need to complete our consent forms.
- We will record details of your child on our enrolment database and start a folder for your child to

hold their files on site. All information is held securely and never shared.

- Your child will be allocated their own peg, bag and tray.
- We will provide you with information relating to Tapestry where you can see the observations we make on your child's learning and development.
- We will invoice around the 23rd of each month for the month ahead with invoices payable by the last day of the month. We accept all employers childcare vouchers which are a financial benefit to parents as they are exempt from tax and national insurance payment. You can find out more at www.hmrc.gov.uk/childcare. You may also be able to apply for Tax Credits to help with your childcare costs. To find out if you are eligible contact the helpline on 0345 3003900.

If you have any questions about how this policy then please don't hesitate to contact us.

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