



Information and Records Policy

10.2 Admissions

Policy statement

It is our intention to make our setting 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.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community. Our setting and the associated toddler group are advertised in the monthly "Parish Link" magazine. Posters advertising the setting are displayed locally. We have a website www.widecombepreschool.org.uk and there is also a link to this site through the primary school's website www.widecombe.devon.sch.uk The primary school provides families new to the school, who have children of pre-school age, with information about our setting.
- We ensure that information about our setting is accessible and, if possible to arrange, we will provide information in other languages or formats if required.
- We have a high staff to child ratio in the setting, which allows for new starters as required; however if we should reach numbers on the register requiring a waiting list to be implemented the following guidelines will apply - We will arrange our waiting list in birth order and take into account siblings already attending the setting. The general rule is that children are welcomed to the Pre-school from 2 years old, however this is subject to places being available within our ratio of staff to children (1:5 under 3's, 1:8 or 1:13 if there is a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children for 3 years plus).
- At our setting, we are able to have 13 children in attendance in a session. Applications to Ofsted can be made to increase to 21 if needed.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats 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 additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs, however the Pre-school operates only during school term time, for 38/9 weeks per academic year, and we currently open and close inside school times to enable parents to drop off and collect from both conveniently.

Admissions and Registration procedure

- When an enquiry is received a Prospectus and Application form is given.
- Once it is agreed when the child will start attending the Pre-school a New Starter Information Pack and Registration form are sent out.
- The Registration form should be completed before or during the child's first session with the assistance of the key person assigned or the setting supervisor.
- The first session is free of charge.
- Staff and parents should agree a settling in plan and parents can remain with children until both are confident that the child can be left.
- NB the child cannot be left in our care unless the registration document has been completed with all contact details, consents and agreements in place.

Fees

- Generally 3 and 4 year olds are eligible for 570 hours funding per academic year that is provided by the LEA. These hours can be split between more than one setting as parents / carers see fit. If a child exceeds 570 hours a charge of £4.00 per hour will be applicable for any unfunded hours. A funding form must be filled in and staff and the committee treasurer will complete the application process.
- Non funded children, including 2 year olds, are charged at £4.00 per hour billed per session booked.
- 2 year olds may be eligible for the 2 year old funding if the family meets certain financial conditions; staff will provide details.
- Invoices are sent out half termly in advance to non-funded families with additional charges, if incurred, being added to the following invoice. A £1 per week per child 'suggested donation' to cover administration costs is invoiced for funded children.
- If a child is present and entered in the register for a session then that entire session is charged for.
- A late collection fee may be charged at the discretion of the treasurer if a parent / carer is late collecting and additional costs, for example staff over-time, have been incurred by the Pre-school.
- Fees are non-refundable in cases of absence or Pre-school closure, for example for severe weather, (unless at the discretion of the committee) except in cases of hospital stays. In cases of prolonged absence, parents should consult the committee about fee payment.
- Each child's attendance at the group is conditional upon continued payment of any necessary fees.
- Non payment of invoices - very overdue accounts may be pursued through the small claims court.
- NB If there are any issues about payment parents / carers should speak confidentially with the committee to arrange a reasonable payment plan at the discretion of the Treasurer.

This policy was adopted at a meeting of _____ name of setting
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the management committee _____
Name of signatory _____
Role of signatory (e.g. chair/owner) _____

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)