

## 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.
- We ensure that information about our setting is accessible, in written and spoken form. We endeavour to provide translated materials, or access to a translator, where language needs of families suggest this is required.
- Children who are in their final year of preschool are offered three mornings and two afternoons each week to increase the availability of morning sessions for younger children.
- We offer funded places in accordance with the legislative and Kent County Council requirements in place at the time, outlined in the Kent Provider Agreement for Free Early Education and Childcare for two, three and four years olds in Kent.
- Our setting and its practices are welcoming and make it clear that fathers and mothers, other relations and other carers, including childminders are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, disability, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Enrolment Form, via our Settling-in process and on-going communication with parents, to ensure that no accidental or unintentional discrimination is taking place.
- We consult with families about the opening times and services of our setting to ensure that we accommodate a broad range of families' needs.

### Deposits and Holding Fees

- Parents are welcome to view the setting at any point before their child is due to start and the Preschool and/or Out of School Clubs.

- Parents may put their child's name down for a place at the Preschool and/or Out of Schools Club at any point before their child is due to start, however their place will not be confirmed until the term before they are due to start.
- Once their place has been confirmed, parents will be asked to pay a non-refundable deposit of £100 per child, which will be taken off the first term's invoice. For children in receipt of funding, the deposit will be returned once the payment is received from the local authority and the child has started at the setting.
- Where parents wish to hold a place open for their child for an extended period of time, a 'holding fee' will be charged, which will consist of a percentage of the payable fees for that place.
- Where there is a waiting list, priority will be given to children with a sibling at the setting, after which it is arranged on a first come, first served basis.

### Changes to Attendance Patterns

- We aim to be flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children and does not cause any negative financial implications for the setting.
- Where there are children waiting to join the setting, current parents will be given the opportunity to change or increase their hours at the beginning of each 6/7-week term, prior to available places being offered out.
- Where parents wish to decrease children's hours, this will need to be in accordance with procedures detailed on our pricing policy.

This policy was adopted at a meeting of

NWPS Committee Meeting

Held on

Date to be reviewed

April 2024

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

Chair