



## **Admissions Policy**

It is the intention of Rauceby Pre-School 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 Rauceby Pre-School 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 all activities in 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 spoken form, Braille, in more than one language, through signing or an interpreter.
- Children from the age of two will be admitted in accordance with our Ofsted Registration.
- We will endeavour to be flexible regarding attendance to accommodate the needs of all families.
- Attendance is based on each child attending Pre-School on a weekly basis. Should a parent wish for their child to attend anything other than weekly, then this must be agreed by the Manager and Committee. Full fees will be levied to the parent as if the child attended on a

weekly basis, for the sessions that the child does not attend, to compensate the Pre-School for loss of weekly attendance revenue.

- 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. (Priority will be given to children of eligible age for Early Years Education Entitlement)
- 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 and the local conditions identified within the Latest Lincolnshire 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 Rauceby Pre-School in line with the Data Protection Act 1998 and Ofsted Registration requirement under The 1989 Children Act.

## **Payment**

Invoices will be produced monthly. Payment is required within 7 days of the date on the invoice. Rauceby Pre-School encourages prompt payment but recognises that, at times, some parents / carers may experience financial difficulties. Rauceby Pre-School will ensure that your child and family are not penalised should this situation arise. It is imperative that, if you cannot meet the payment terms, you contact the Treasurer or Pre-School Manager before the payment due date to arrange an extension.

In the event of non-payment with no contact:

- There will be a late payment fee of £15 per week (or part thereof).
- A payment plan will be agreed if necessary via the Chair & Treasurer.
- If after a further 7 days payment has not been received your child's place will be withdrawn until payment has been received.

Payment can be paid by cash or through BACS payment, details of which can be found on the invoice. Rauceby Pre-School is also registered with numerous child care voucher (CCV) schemes. If you wish to pay via CCVs then please contact the Treasurer or Manager for details.

### **Tax Credit**

Rauceby Pre-school is registered with Ofsted, therefore where appropriate parents/carers can claim child tax credit. Details are available upon request.

### **Childcare Vouchers**

Rauceby Pre-School is registered with several different vouchers. Details are available on request from the Rauceby Pre-School Treasurer.