



The Village Hall, Barking, Ipswich, IP6 8HP  
Tel: 07552 410825  
Registered Charity No: 1159369

## **Admissions Policy**

It is our intention to make our pre-school accessible to children and families from all sections of the local community. In order to accomplish this we will:

- Ensure the existence of the pre-school is widely known in all local communities. We will place notices advertising the pre-school in places where all sections of the community can see them, in more than one language if appropriate.
- Accept all children from the age of two years and provide nappy changing facilities as required.
- Arrange our waiting list in order of date of birth.
- Keep a place vacant (where financially viable) in order to accommodate emergency admissions.
- Describe the pre-school and its practices in terms which make it clear that we welcome both fathers and mothers, other relations and carers, including childminders and people from all cultural, ethnical, religious and social groups in addition to all abilities.
- Monitor the gender and ethnical background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our Inclusion Policy widely known.
- Consult families about opening times of the pre-school to avoid excluding anyone
- Be flexible about attendance patterns so as to accommodate the needs of the individual child and their family.
- Ask parents to complete our registration document in the 'Parent Pack' to gather important information about each new child.

We strongly recommend each new child visits the setting with an adult during a pre-school session prior to attending alone.

The Pre-school Manager (Shelley Symonds) will allocate an agreeable number of sessions for the child to attend in accordance with the admission policy.

The child will not be permitted to attend the session alone until ALL registration documents including emergency contact numbers, medical details, consent forms and special requirements have been completed and signed by the parent and checked by the Pre-school Manager.

The child will be able to attend once the Pre-school Manager has specified a start date.

### **Allocation of Places**

February 2020



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Barking Pre-school aims to allocate places in a fair and appropriate way. In order to accomplish this we will allocate as follows:

- Priority will be given to children aged three years and eligible for government funding
- Children aged two years
- Children with siblings already at the setting
- Children living in the surrounding area

As previously stated, children from all cultural, ethnics, religious and social groups will be welcomed into the setting in addition to their level of ability.

### **Fees**

Invoices for the fees will be distributed by the pre-school at the beginning of each half term. Payments can be made by BACS or childcare vouchers (after prior agreement) to the pre-school account (details will be shown on the invoice) and should be settled in full by the date stated on the invoice (the last day of the half term invoiced).

If parents prefer, they may pay in two instalments. The invoice covers all sessions booked and no refunds will be given for sickness or holidays. If you wish to change the sessions attended, please speak to the pre-school manager at the earliest opportunity. To assist with our planning, we require one month written notice if the place is no longer required.

### **Consumables Fees**

Recent cuts in Government funding has resulted in Early Years Providers having to introduce an additional charge for ALL children.

Barking Pre-school charge £1 per session your child is registered to attend to cover the cost of snack, soap, paper towels, cleaning products and other consumables. Parents will be invoiced at the beginning of each half term. Refunds will not be given for non-attendance.

### **Non Payment of Fees**

- Non payment of fees will result in a request that payment is made within seven days. The parent/guardian will be approached in confidence by the Pre-school Manager or Lead Trustee. At this stage alternative arrangements may be discussed at the discretion of the Trustees in cases of hardship.
- After this time, a £50 Late Payment Fee will be applied each half term until the invoice is cleared.
- A final written demand will be presented asking for the immediate payment and stating that the child cannot continue to attend if the fees are outstanding.
- At the end of the next session the child attends the parent/carer will be asked not to return with the child until the outstanding amount is paid in full.

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- If the parent and child return for another session without full payment they will be denied access and asked to leave. In the unlikely event of the parent becoming aggressive or abusive, staff will call the emergency services or Social Services.
- The Trustees may make the decision to take the outstanding invoice to the small claims court.

Signed: .....  
Chairperson

Date: .....