



Policy Document 03 – Our Admissions Policy

01	We can accept children aged from 3 months to 8 years of age (children aged 5 to 8 attend our After School or Holiday Clubs). NB Due to the COVID-19 virus the After School and Holiday Clubs are not operational.
02	Parents & carers are invited to visit us at any time & to attend settling in sessions to familiarise their child with our setting.
03	Under no circumstances will we discriminate against a child or family on the grounds of sex, race, religion or colour. Our named Equality Needs Coordinator (ENCO) is Rob Green (director) for both settings.
04	The Special Education Needs & Disability Discrimination Act 2001 lays down a legal obligation for us to consider any child that is designated disabled or disadvantaged, using wherever possible the same criteria as those of all other children. In these cases we will carry out a detailed review of their circumstances & requirements and assess our own ability to meet those needs. This is to ensure that the care of other children is never compromised. Our named Senior Special Educational Needs Coordinator (SENCO) is Claire Spurdle. Claire is supported by Claire Rogers and Bryony Whitehead, also qualified SENCO's. When appropriate, the SENCO works closely with the area SENCO, using them as a resource to provide guidance and advice.
05	If necessary we will liaise with parents & work with external experts such as paediatricians, health visitors, psychologists, physiotherapists & speech therapists to maximise your child's well being whilst in our care.
06	Wherever possible we will provide places for children that receive additional funding via the Local Authority, Social Services, Department for Work & Pensions, Children's Centre supported places or Action for Children.
07	Once a child's sessions have been agreed, with a minimum of 4 hours being booked per session, any changes must be received in writing, ensuring a minimum of 1 months notice.
08	All children are entitled to 5 weeks of their contracted hours, charged at half price, per year. This entitlement is deducted as a discount from the annual fee. At least a week's notice of any holiday is requested.
09	Term time only places for children are only available in the following circumstances; <ul style="list-style-type: none">- The child is in receipt of Early Years Funding- Either parent/carer works in primary or secondary education- A child is placed with us by Children's Social Care
10	Parent's accepting a place must agree to our policies with specific note being drawn to Policy 20 Fees & Payment Policy.

Prepared by	Rob Green
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