

Admissions Policy



It is the intention of Scotter Preschool/OOSC 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 Scotter Preschool/OOSC 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 the activity of 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 2 – 11years old (Year 6 pupils) will be admitted in accordance with our Ofsted Registration.
- If parents/carers need to change the hours their child attends, we ask for this request in writing and if possible, at least two weeks prior to the change commencing.
- We will be flexible regarding attendance to accommodate the needs of all families.
- Children eligible for the Early Years Entitlement (EYE) have priority for allocating places.

The waiting list will be monitored and reviewed regularly.

The following factors will be taken into consideration in allocating places:

- 1 Children eligible for the EYE will have priority
- 2 The age of the child.
- 3 Length of time on waiting list
- 4 Siblings already attending the setting

5 The vicinity of the home to the setting

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Scotter Preschool/OOSC in line with the Data Protection Act 1998 and Ofsted Registration requirement under the 1989 Children Act.

Payment

Fee payment is required weekly/half termly in advance by cash/cheque or online banking. Holidays of children are expected to not be taken during term time. If children are absent during term time the full fee is still payable.

Scotter Preschool/OOSC encourages prompt payment but recognises that at times some parents/carers may experience financial difficulties. Scotter Preschool/OOSC will ensure that no child/children/families are penalised should this situation arise. We will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/children to continue to attend. All financial matters will be dealt with the utmost sensitivity and consideration and in confidence.

In the event of non-payment:

- 1 The Manager will liaise with the parent/carer concerned
- 2 A payment plan will be agreed if necessary
- 3 Where unmet payments continue the treasurer will liaise with the parent/carer to arrange payment options
- 4 Where there is no resolution the child's/children's place may be withdrawn

Tax Credit

SCOTTER PRE-SCHOOL/OOSC is registered with Ofsted, therefore where appropriate parents/carers are able to claim child tax credit. Details are available upon request.

Childcare Vouchers

SCOTTER PRE-SCHOOL is registered and accepts childcare vouchers. Details are available on request from the Treasurer.

This policy has been approved and adopted by Scotter Preschool/OOSC.

Date written:.....Date to be reviewed:.....

Signed;

Committee Officer:..... Date:.....
(Chair/Treasurer/Secretary)

Preschool Manager:..... Date:.....

OOSC Supervisor:..... Date:.....