

ADMISSIONS POLICY

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 endeavour to widely advertise the existence of our setting in places accessible to all sections of the community.
- Children are admitted once they have turned three years of age.
- Admission is by application form and subject to availability of places. The fee for registering a child is £45
- If there are no vacancies, the child's name will be placed on the waiting list. Admission is by order of application though priority is given to siblings and to children coming up from the Children's Garden's parent and child group. If a full time place becomes available, we would seek to fill it with another full time child.
- On accepting a place, a £1000 deposit is required. This is refunded when the child leaves the kindergarten and providing the terms of agreement have been adhered to.
- The parents and the child meet the kindergarten teacher together. During this meeting parents should have an opportunity to ask questions about the kindergarten pedagogy and the school. The child/ren can use drawing and craft materials and play in the kindergarten while the adults speak together. These meetings usually last around 1 hour and 30 minutes.
- There is a trial period of half a term during which time a child can be withdrawn from kindergarten without incurring any charges in lieu of notice.
- Part-time places are available to 3-year-olds only. Once a child turns 4 he/she must attend a minimum of 18 hours a week. Carers may request the number of days a child attends, but the actual days of the week will depend on vacancies.
- Our kindergarten community welcomes all carers, including fathers and mothers, other relatives, au pairs, nannies and childminders.

- As far as possible we will accommodate the needs of each child and his/her family arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- Our Equal Opportunities Policy is widely known to everyone in the kindergarten and the dedicated Equal Opportunities Officer is Birgit Möller.
- We periodically review our opening times in consultation with parents to ensure we accommodate a broad range of family needs.

Fees and Funding

- A maximum of 15 hours of nursery care are provided free of charge for all 3 and 4-year-olds in compliance with the Government's Code of Practice. Funding for part-time places is claimed on a pro rata basis and fees are charged for extra hours. The Children's Garden currently offers one fully subsidised place of 3 mornings (= 12 hours). If the subsidised place is taken up applicants can join our waiting list for the place, which will be allocated on a first come first serve basis with priority given to siblings of children already attending the kindergarten, families on benefit and looked after children. 5 and 6-year-olds pay fees for all hours attended.
- All fees are due by the date on the invoice, normally one week before the beginning of term or in monthly instalments by standing order commencing one month in advance of the beginning of term.
- We require one term's notice in writing of termination of a child's place; otherwise one term's fees (including any Early Education Funding that we may not be able to claim as a result of the child being withdrawn) are payable in lieu of notice and the deposit will be retained. If an immediate replacement is found for the child leaving then just the deposit will be retained. If the child leaving is on a full-time place and the child replacing him/her will only take up a part-time place the resulting shortfall in fee income is still payable by the family withdrawing their child.

The teacher has the right to ask a family to withdraw their child from the kindergarten if:

- the child's behaviour is repeatedly disruptive;
- the child's needs cannot be met within the structure of the kindergarten;
- the parents are not supportive of the ethos of the kindergarten;
- the fees are not paid on time.

In the first three instances, if the kindergarten requires a family to withdraw their child no fees in lieu of notice are payable and the deposit will be returned in full.

Updated January 2023

To be reviewed January 2024