**Admissions Policy**

It is Branston Little Pickles Pre-School’s intention to make our Pre-School accessible to children and families from all sections of the local community. Our admissions policy operates within an equal opportunities framework, in line with the Equality Act 2010, and is regularly reviewed.

In order to achieve our aims, we will:

* Ensure that the existence of Branston Little Pickles Pre School is widely known in local communities. We will advertise in widely accessible areas in more than one language if appropriate.
* Describe practices in terms which make it clear that all sections of the community are welcome and encourage parental involvement to ensure that the setting is adaptable to meet the needs of all children and families.
* 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.
* Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
* Ensure that information about our setting is accessible in written form to all. Where necessary we will try to provide information in spoken form, Braille, in more than one language, in British Sign Language or with support from an interpreter.
* Endeavour to be flexible regarding attendance patterns to accommodate the needs of all families.
* Keep a place vacant, if this is financially viable, to accommodate an emergency admission.
* Children from the age of 2 years will be admitted in accordance with our Ofsted Registration.

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.

• Length of time on waiting list.

• Siblings already attending the setting.

• The vicinity of the home to the setting.

• Where 3 & 4 year old places are available, hours will be prioritized for children who are eligible to access their Early Years Entitlement (EYE).

EYE places will be offered in accordance with the statutory guidance for Local Authorities on Delivery of Free Early Years Provision.

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Branston Little Pickles Pre School in line with the Data Protection Act 2018, and Ofsted Registration requirement under the 1989 Children Act.

**Payment**

Fee payment is required monthly by BACS transfer. Little Pickles encourages prompt payment. We recognise that at times some parents/carers may experience financial difficulties. Branston Little Pickles will ensure that no child/children/families are penalised should this situation arise. Branston Little Pickles will endeavor 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.

**Childcare vouchers**

Little Pickles is registered with several childcare voucher companies. If your employer offers childcare vouchers, please see the Manager for the unique reference numbers that you will require in order to pay with them.

**In the event of non-payment:**

* The Manager will liaise with the parent/carer concerned.
* A payment plan will be agreed if necessary.
* Where unmet payments continue after one month the chair of committee will liaise with the parent/carer to arrange payment options.
* However, where there is no resolution, fees remain outstanding or the debt is increasing, the child’s/children’s place may be withdrawn.

**Tax Credit**

Little Pickles Pre School is registered with Ofsted, therefore where appropriate parents/carers are able to claim child tax credit. Details are available upon request.

This policy has been adopted by Little Pickles Pre School

Signed on behalf of the setting by:

Holly Murphy (Chairperson) Date: February 2023

Jodie Cook (Manager)

Review Date: February 2024