

P.L.A. Membership No. 202255

Registered Charity No. 1185961

Kingsnorth Recreation Centre, Field View

Kingsnorth, Ashford, Kent TN23 3NZ

Telephone: 01233 503843

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**Manager: Mrs Donna White**

**Admissions**

**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 ensure that the existence of our setting is widely advertised in places accessible to all sections of the community, including our website and Facebook page.
* We ensure that information about our setting is accessible and provided in written and spoken form.
* We will provide translated written materials where language needs of families suggest this is required.

Our waiting list policy may take into account the following:

* siblings already attending the setting.
* the order of date of application received
* the vicinity of the home to the setting
* other requirements on management discretion
* We keep a place vacant of afternoon sessions, if this is financially viable, to accommodate an emergency admission.
* Our setting and its practices make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
* We ensure our practices treat each child and their family fairly, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
* Our practices enable children and/or parents with disabilities to take part in the life of the setting.
* We follow our valuing diversity and promoting equality Policy.
* We take into consideration the opening times of the setting to ensure we accommodate a broad range of families' needs.
* We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children, and if/when there are available sessions.
* Funded entitlement is available for 15 & 30 hours depending on which you qualify for, from the term after the child’s third birthday. Parents are made aware of this on admission, and is stated in our conditions for accepting a place, which has to be signed and returned with the application form.
* We will do our best to allocate you your sessions required but unfortunately cannot guarantee them, it will depend on which sessions we have available on that particular start date.
* We charge an additional services charge which is shown on the termly invoices.
* We charge a £50 deposit for all children which must be paid within 2 weeks of confirmation of sessions, if not paid we then reserve the right not to hold the place any longer, if paid but then place is withdrawn before the start date we reserve the right to keep the deposit.

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| This policy was adopted at a meeting of |  | *(name of provider)* |
| Held on |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |