Manea Pre-school

Admissions policy

At Manea Pre-school 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.

Methods:

In order to achieve this aim, we operate the following admissions policy:

1. We ensure that the existence of our setting is widely available to all sections of the community.

2. We ensure that information about our setting is accessible in written and spoken form. Where necessary we will try to provide information in Braille, or through signing or an interpreter or in other languages.

3. Our minimum starting age is 3 years. We accept children onto our waiting list at 18 months and arrange our waiting list in birth order – oldest to youngest. In addition our policy may take into account the following:
   - Care experienced children – Please see our care experienced children policy.
   - The vicinity of the home to the setting.
   - Children and siblings already attending Manea Pre-school or Manea Community Primary School.
   - Referrals from outside agencies.
   - Particular circumstances affecting the family.

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4. We describe our setting and it's practices in terms that make it clear that it welcomes all families.

5. We describe our setting and its practices in terms of how it treats each child and their family, 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.

6. We describe our setting and its practices in terms of how it enables children and/or parents/carers with disabilities to take part in the life of the setting and discuss with them how best to meet their needs.

7. We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination takes place.

8. We make our Equality & Diversity policy known in writing and on our website.

9. We consult with families about the opening times of the setting and we aim to ensure we accommodate a broad range of family needs where possible.

10. We are flexible about attendance patterns to accommodate the needs of individual children and families and we do promote attendance and the advantages of attending an early years setting.

11. Early Years Funding is provided from the government via the County Council. Children are eligible for up to 15 or 30 funded hours per week from the term after they turn 3. Funding can be removed where a child does not attend on a regular basis. Therefore we reserve the right to offer sessions to another child with immediate effect if funding is withdrawn. If your child will be absent for any long periods e.g. illness or longer family holidays then you must inform us so that we can check that your funding will continue.

12. We accept 30hrs funding and this is able to be shared with other settings (no more than 2 settings per day). You can check if you are eligible for 30hours of funding at https://www.gov.uk/free-childcare-if-working/check-youre-eligible

13. We will ensure that children attend an 'initial visit' with parents/carers prior to starting with us.

14. Sessions are not guaranteed from term to term.

    - Each term letters go out to current children asking which sessions they would like for the following term (Requirement forms). Sessions we offer will be based on the number of children expected on role.

- Once these have been returned we will decide if we are able to offer the sessions, if there are not enough children a session may not go ahead. If there are too many children we will allocate the spaces by sessions taken the previous term, date of birth and vulnerability, we may also take into account the following:
  - Care experienced children – Please see our care experienced children policy.
  - The vicinity of the home to the setting.
  - Children and siblings already attending Manea Pre-school or Manea Community Primary School.
  - Referrals from outside agencies.
  - Particular circumstances affecting the family.
- We will then offer spaces to new families and to families who handed in the requirement forms after the specified date. Any spaces will be offered decided by date of birth and the above allocation system.

15. Payment of fees for non-funded sessions

Our aim is to promote positive action to prevent arrears occurring. If you are having difficulty paying then please speak to Louise Arlott or ask to speak to the funding officer in Manea Primary School's main office.
Where a parent/carer makes contact, their circumstances will be sensitively and confidentially considered with a view to agreeing a reasonable payment plan and minimizing recovery action, thus helping to alleviate possible hardship. This may include reducing sessions so that no further arrears build up.
Invoices are sent out monthly for non- funded sessions. These must be paid by the date shown on the invoice. If this is not paid we will follow the stages below

- Stage 1 – We will ring or e-mail you to follow up the invoice and ask for payment within a determined time frame.

- Stage 2 – If this is not paid within the time frame we will ring again and may offer a payment plan. This will then be put in writing. Your child's non funded place may be suspended at this point.

- Stage 3 – If any payment is missed we will write to you explaining that your child's non funded place is withdrawn. We may at this point consider enforcement action against deliberate non-payers or those who delay payment.

- Stage 4 – If payment is missed on future invoices or if there are repeated unpaid invoices we reserve the right to suspend non funded sessions immediately.