



# The Goslings Preschool

Registered Charity No. 1209514

## Admissions Policy

### Policy Statement

At The Goslings, it is our intention to make our preschool accessible to children and families from all sections of the local community.

### Aim

We aim to ensure that all sections of our community have access to the preschool, through fair and clearly communicated procedures.

### Methods / Procedures

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

1. Children are able to attend The Goslings once they are two years old (staff ratio permitting).
2. We ensure that the existence of the preschool is widely advertised in places that are accessible to all sections of the community.
3. We ensure that information about our preschool is accessible using clear English (written and spoken form) and, where appropriate, in different languages, in Braille, or using British Sign Language.
4. We arrange our waiting list in order of children's date of birth. We may also take into account the following:
  - a. children who have special educational needs;
  - b. children who do not attend another setting;
  - c. date of initial application for a place;
  - d. the vicinity of the child's home to the preschool;
  - e. whether any siblings currently attend, or have previously attended, the preschool.
5. There is no age limit for placing a child's name on the waiting list.
6. We try to keep a place vacant, if financially viable, to accommodate an emergency admission.
7. Our preschool operates in a way that encourages positive regard for and understanding of difference and ability, whether it be; gender, family structure, social class, background, religion, ethnicity or competence in spoken English.
8. We describe our preschool and its practices in terms of how it enables children with disabilities and special educational needs to take part in the life of the preschool.
9. We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
10. We share and widely promote our 'Equality, Diversity and Inclusion' Policy.
11. Our preschool is welcoming and we make it clear that fathers, mothers, carers and other relations are all welcome.
12. We are as flexible as reasonably possible about attendance patterns, to accommodate the needs of the child and their family within staffing ratios.
13. Parents will be assured that staff are always happy to listen and help should any problems arise with their child, and that any concerns will be dealt with confidentially.

14. Preschool staff and the parental committee will ensure that parents/carers are aware that The Goslings is run by the parents, and that parents/carers will be encouraged to take an active part in their child's development and learning.
15. Prior to starting, parents are required to complete a registration form, containing information that the preschool is legally obliged to retain.
16. Parents are invited to attend an introductory session with their child/children. At the introductory session, if the parents wish to take up a place, they will be given an information pack, child progress sheet and registration form to complete and return before or at the child's first session.

### **Fees**

The Goslings Preschool is funded by fees paid by parents, the local authority (Cheshire East) for those who are eligible for 15 or 30 hours, or various childcare vouchers. The preschool also charges a session supplement which includes all consumables/sundries.

Fees and session supplements are invoiced before the start of each term. Payment should be made within 10 days of receiving the invoice and before the term begins. A verbal reminder will be given by the Preschool Manager and/or Treasurer for any late payments and the matter will be closed once payment is received. After three verbal reminders a letter will be sent. Late payments will incur an additional fee of £10.00 per week, unless prior arrangements have been made with the Treasurer. Any late payment fees will be added on to the next term's bill, or added to the total fee if your child is leaving that term. Should there be any further delay, the Treasurer will forward your information to the Early Years Alliance to take further action via the small claims court. Should this be the case, your child's place will be compromised for the following term.

Any parent who wishes to send their child to our preschool who may have financial difficulties, should speak in confidence to the Preschool Manager or Deputy, or the Treasurer, as we are able to arrange payment plans.

A minimum of one full term's notice in writing is required if you wish to withdraw your child or reduce their sessions. Failure to do so will result in the parent being charged fees in lieu of notice.

If sessions are missed for any reason, including sickness and holidays, refunds cannot be given. We have a system whereby extra sessions can be bought at short notice, subject to a place being available.

Fees are reviewed by the management team and committee annually and parents are informed in advance of any changes to the fee structure.

*This Policy has been reviewed and agreed by The Goslings Management Team and Parental Committee.*