

# **ADMISSIONS POLICY**

It is our intention to make AACC accessible to children and families of all sections of the local community through open, fair and clearly communicated procedures.

All numbers taken are subject to staffing in line with Ofsted ratios\*. The setting manager will always strive to provide places but there may be times when places are full and the setting may have a waiting list.

\*Ratios: 2 year olds are 1:4;  
3-4 year olds (who have not started school) are 1:8;  
School age are 1:30.

These are Ofsted set ratios, although we try to keep to 1:10 for anyone 3 and over for best practice.

We both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit. The management team endeavour to operate the setting in a flexible and friendly manner. The procedures are intended to balance flexibility with the practical procedures of running the setting.

## **Admissions Procedure**

We ensure the existence of the setting is widely advertised in places accessible to all sections of the community.

We ensure that information about the setting is accessible and, where necessary, provide the information in an appropriate format.

## **Pre-school**

The Pre-school arranges the waiting list for places in order of; Date of birth, Free 2's, catchment area, siblings and then any other children are admitted from the date they turn two until they start full time school.

At Pre-school we are flexible about attendance patterns for new starters 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. (If you need to amend your child's existing funded hours, you must give one terms notice. You may change your funded hours during the term but your funding will not change for that term. If you need to change your non-funded hours with less than two weeks' notice, an administration fee of £20 will apply.

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

AACC's Equalities Policy and Procedures describes the club's practices in terms of how it treats individuals, regardless of gender, special educational needs, disabilities, background, religion, and ethnicity or from families where English is an additional language. Additionally we describe in the settings Special Educational Needs policy how we enable children with disabilities to take part in the life of the setting.

## **Fees:**

The fee structure can be found in our Fees Policy.

Invoices are issued at the beginning of each term.

Payment of fees can be flexible if needed and can be in full or instalments. BACS payments and childcare voucher schemes are accepted.

The setting will be sympathetic to requests for alternative payment options. Parent/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Finance Manager at the earliest possible opportunity.

If the fees are not paid on time, the Finance Manager will notify the parent/carer in writing and request payment. Each case will be dealt with on an individual basis.

Parent/carers are encouraged to speak to the Finance Manager if they have any query about the fees policy or if for any reason they are likely to have difficulty in making a payment on time. Parent/carers are strongly advised to arrange a meeting at the earliest possible opportunity to avoid jeopardising their child's place at the setting.

If fees are paid persistently late or not at all, with no explanation, the Finance Manager will investigate the matter and discuss different payment plans.

The Finance Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the setting being forfeited.

If all options have been explored and the fees are not paid, the setting may be forced to terminate the child's place.

If fees are not paid after written reminders, the setting may be forced to apply to the small claims court to retrieve payment. (Please see our monies owed policy)

### **Pre-school fees charged for over three-year-old children in universal entitlement.**

Eligible children are entitled to access up to 15 hours per week of Early Years provision. This can be taken over 38 weeks as long as the total hours claimed does not exceed 570 hours. (If a term is longer than the funding provision you will be expected to pay for the sessions your child is attending).

### **Extended entitlement for eligible three and four year olds.**

Some parent/carers may be entitled to 30 hours childcare if they meet the criteria. (We, as a setting only offer 24 hours)

If eligible they will be sent a code which will need validating by the childcare provider.

Please contact Louise Woolcott (Finance Manager) for further information.

Any additional fees charged relate to:

- Hours attended in excess of the free entitlement
- Weeks not funded by the Early Years Funding
- Snack fee

### **Fees charged for two year olds in receipt of the Free Twos funding as arranged by the Children's Centre**

Any additional fees charged relate to:

- Hours attended in excess of the free entitlement
- weeks not funded by the Early Years Funding
- Additional services
- Snack fee

### **Extended leave (over four weeks) and retaining your child's place at the setting:**

If you wish to take your child(ren) out of Pre-school for an extended time (ie a long term holiday) then the fee system will apply if you wish the pre-school to hold your child's place at the setting.

### **Waiting List**

To ensure that admissions to Pre-school are offered on a fair and transparent basis, the following procedure will apply to the management of the waiting list:

If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the waiting list procedure will be explained and then activated on the parent/carer's behalf.

Parent/carers will be encouraged to submit their request for a place for their child to Pre-school in writing or by email. The details of this request will be placed on the waiting list, in the order that they are submitted. A booking form should be completed; this will be stored at Pre-school.

The waiting list will be kept and used on a first come first served basis. The manager will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available, where possible. This information will only be an estimate and will not constitute a binding guarantee from the setting.

When a vacancy at Pre-school becomes available, the manager will contact the parent/carer highest up on the waiting list.

If the parent/carer concerned no longer wishes to take up the place, the parent/carer of the next suitable child on the list will be contacted.

### **Out of school club**

The club will accept children between the ages 2 ½ and 12.

AACC staff must be made aware of Parental Responsibility at registration and any specific guidance relating to child release procedures i.e. absent parents who do not have access to child. Child release procedures should be advised in writing and, where appropriate, backed up by legal advice (written).

Parents of children attending from schools other than Great Abington Primary School must sign and return an Unaccompanied Child procedure. AACC is not responsible for these children until they are on the AACC premises. In these cases it is advisable for the setting to be provided with a mobile phone number to contact the child directly.

### **Out of School Club Registration**

When a parent/carer contacts the setting enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions Policy and Fees policy, and informed of whether there is currently a place available for their child.

If a place is available the parent/carer will be invited to create an account on our iPal system where they can complete all registration forms and permissions.

### **IPAL booking system for Out of School Club**

As a parent or carer, you will create an individual IPAL login and password. This information should not be shared with any other individual or allow any other individual to access your iPAL account.

Bookings are made for each individual child within your account.

Booking must be paid in advance. Please speak with the Finance Manager if you have any concerns about your payments.

We actively follow up any monies owed in accordance with our Monies Owed policy.

Communication and emails from staff via the iPAL system are sent and received in confidence.

All data and personal information logged with the iPAL system will be stored and processed in accordance with the Data Protection Act 2018.

When a child no longer uses our setting, the login account and details will be archived within the IPAL system.

Due to Government guidelines for Early Years and Childcare, we must retain certain documents for set periods of time. Please contact the annexe office if you would like more information on these retention periods.

**iPAL booking system** AACC telephone number is 01223 894246.

Alternatively, any bookings or advance changes can be sent to the AACC email [abingtonannexooffice@gmail.com](mailto:abingtonannexooffice@gmail.com)

The phone and email are checked each afternoon prior to the school pick up.

A new booking form and registration form must be completed at the beginning of each academic year, or on new admission to the setting. This is an Ofsted requirement.

Changes to Regular bookings may be made prior to the beginning of each term, at least two weeks before the end of the previous term. If you wish to reduce the hours your child attends within the term you will still be charged for the full sessions, you originally booked. If you wish to increase the hours your child attends, then you will be charged at the casual rate.

### **Fees:**

The fee structure can be found in the Fees Policy.

- Payment of casual hours are to be paid at the end of each half term.
- We can accept some childcare vouchers in payment for fees.
- Any questions regarding admissions, fees, invoicing or bookings should be directed to the Finance Manager.

### **Long Term Absence Charges:**

- Fees for children with a long term illness should be discussed with the setting manager and will be reviewed on an individual basis.
- Payment for children absent for less than 5 consecutive days will be charged.

- Payment for children who are absent through school organised residential visits will be waived.
- Any other requests for waiver of fees due to other circumstances will be considered on an individual basis.

### **Extra Charges:**

- If your child attends extra hours without a prior change to booking, they will be charged at the Casual rate.
- All bookings are charged at an hourly rate, for each hour or part thereof.
- Children attending after school clubs must pay for the first hour. We have to be present and fully staffed in case of cancellation of that club.
- Children who are collected late (be it between 16:10 or 17.10) will be charged according to our late policy system:
- From 17.10 onwards the charge will be £15 per child for the first and each subsequent 15 minutes. This is stated on the Booking and Confirmation form completed at registration.

### **Extended Leave (over four weeks) and retaining your child's place at the setting:**

If you wish to take your child(ren) out of Out of School Club for an extended time (ie a long term holiday) then full fees will apply if you wish to hold your child's place at the setting.

### **Waiting List:**

To ensure that admissions to Out of School Club are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the Out of School Club waiting list procedure will be explained and then activated on the parent/carer's behalf.
- Parents/carers will be encouraged to submit their request for a place for their child at Out of School Club in writing or by email. The details of this request will be placed on the waiting list, in the order that they are submitted. Parent/carers will then be asked to set up an iPal account, completing all the necessary forms and permissions.
- The waiting list will be kept and used on a 'first come first served' basis. The manager of Out of School Club will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available, where possible. This information will only be an estimate and will not constitute a binding guarantee from the setting.
- When a vacancy at Out of School Club becomes available, the manager will contact the parent/carer highest up on the waiting list.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

### **Review of fees for both Pre-school and Out of School Club:**

The level of fees will be set by the Management Committee and reviewed annually in the light of the setting's financial position.

**Data Protection:**

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act 2018 and the Human Rights Act 1998.

**Monitoring and Review:**

This policy will be monitored by the administrator and the managers of both Pre-school and out of school club and will be reviewed at least annually.

**ADOPTION AND ANNUAL REVIEW OF THE POLICY**

**This policy was adopted at a meeting of: Abington Community out of School Club (AACC).**

Print name: RUTH BEACH

Date: 03/01/2018

Role: ADMINISTRATOR

This policy was reviewed on:	Signature and name:	This policy was amended on:	Signature and name:
		03/02/2018	R BEACH
05/06/2018	R BEACH	05/06/2018	R BEACH
17/01/2020	R BEACH		
25/05/2021	R Beach	25/05/2021	R Beach
11/05/2022	R Beach		
06/11/2022	E Turner	06/11/2022	E Turner
08/01/2024	E Roper	08/01/2024	E Roper