Admissions policy

Policy statement

It is my intention to make my setting accessible to all children and families from all sections of our local community.

Procedures (how I will put the statement into practice)

The aim of this policy is to ensure that all sections of our community have access to the setting through open, fair, and clearly communicated policies and procedures. I operate the following admissions policy.

- I advertise my setting widely for community access, and applications can be made through an enquiry form on my website.
- Spaces are allocated on a first come, first served basis.
- I take into consideration the ratios of adults to children and never exceed these ratios when admitting children.
- I describe my setting and its practices in terms that make it clear and that it is welcoming.
- I describe my 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, ethnicity or from English being a newly acquired additional language.
- I make our equal opportunities policy widely known. I operate the following admissions procedure.
- Registration forms must be completed for all children before a space can be reserved. This includes any registration forms for funded places also. You are required to complete a range of parental permission forms at the beginning of your contract. These will be discussed with you during show arounds/open day.
- Your child will be offered up to three hours settling in across two days of your choice Mon-Fri (subject to availability). **Free of charge.**
- Any additional settling in arrangements can be made, however you will be charged at the hourly rate.
- A minimum booking of 4 hours on at least one day per week is required for a child to be accepted into my setting. This also ensures a regular, secured space for your child.
- No deposit required. Please confirm within 48 hours of the show-around ending whether you wish to accept the space. If no response is received within this time, the space will be advertised to other families.
- Priority for places will be given to siblings and children accessing the highest number of days and/or sessions including full time day care.
- 'The Flower Cottage' Welcome Pack will be issued to all new parents.
- You may be able to get financial help and practical help with childcare; this can be from tax credits to flexible working arrangements. You may also be eligible for government funding.

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- Early Education Funding entitlement can be accessed over a maximum of two providers at any one time. The Flower Cottage must be notified if your child also attends another setting.
- Early Education Funding can be used for up to a maximum of 10 hours per day, between 8:00am and 6:00pm.
- Failure to regularly attend could result your child losing their place and attendance will be monitored throughout.
- You may be able to get financial help and practical help with childcare; this can be from tax credits to flexible working arrangements. You may also be eligible for government funding.

Please ensure you have read and understand the Admissions policy and procedure.

All policies and procedures are reviewed regularly and updated when necessary.

This policy and procedure has been development in line with the EYFS welfare requirements and Ofsted guidance, and outlines the provider's responsibility to take all necessary steps to safeguard and promote the welfare of children.

This policy and procedure has been written by **Miss Caitlin Smith**, the Ofsted-registered childminder responsible for the care of children at **The Flower Cottage**, Dudley, West Midlands, DY2 7TQ.

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