



Humpty Dumpty Pre-school

St. John's Church Hall, The Glebe, Felbridge, Surrey RH19 2QT
Registered Charity: 1017357



Surrey County Council
Early Years Quality Improvement Award

ADMISSIONS POLICY

At Humpty Dumpty Pre-School we aim to make our setting welcoming and accessible to all children and families and to ensure this we advertise the Pre-School in all areas of the local community and by our website: www.humptydumptypreschool.co.uk

We are an inclusive Pre-School and we welcome fathers and mothers, other relations and carers, including Child minders and people from all cultural, ethnic, religious and social groups. At Humpty Dumpty Pre-School we are all friends and all the children, despite their gender, educational needs, disabilities, background, religion, ethnicity, or how well they can speak English are all treated equally and encouraged to participate in all the activities which are adapted to suit each individual child. We monitor the gender and ethnic background of children joining our setting to ensure there is no accidental discrimination taking place by informing staff of children's needs, being sensitive to children's needs and adapting activities to ensure all children can participate.

We accept all children from two to four years old, Monday-Friday 9.15am to 12.15pm, term time only. Children will be entitled to funding, 15 hours per week from the term after their third birthday as will two year olds be entitled to FEET funding if the necessary criteria is met, such as low income, SEN etc. For children without funding, a fee of £13.50 will have to be paid per session. Fees are calculated for the forthcoming half term and an invoice will be issued during the first week of the relevant half term. Fees must then be paid within the first two weeks of every half term and will not be refunded for unattended sessions due to sickness or holiday. However, if the setting is closed due to flooding, snow etc. the child will be offered alternative sessions in lieu of days missed. If this is not possible, i.e. the child already attends five mornings per week, a refund of sessions missed will be offered.

If paying fees for the half term in one lump sum, could cause you problems financially, please speak to the Manager or Treasurer who will be happy to arrange a payment plan to suit you.

If you do not arrange a payment plan and you have not paid fees, in full for the half term, the Manager/Committee may decide to reduce the days your child/ren attend the setting until the payment has been met.

The Manager will sort out any necessary paperwork with parents for funded children.

We have an on-going waiting list and places are offered on a first come first serve basis, which is regularly reviewed each term or when places become available. However, if children already have siblings currently attending the Pre-School and they have been on the waiting list for at least a term, we will, wherever possible, aim to offer these children places first. We will also aim to keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.

We are a parent committee run Pre-School and we value the contributions our parents/carers make. We regularly request parents/carers feedback via questionnaires and consultations to ensure that we continue to meet the ever changing needs of not only the families attending our setting, but for those wishing to attend in the future.

We aim to be as flexible as possible with regards to attendance patterns so as to accommodate the needs of individual children and families and would prefer a funded child to attend for a minimum of 2 sessions per week so as to help the settling in of the child. However, as an inclusive Pre-School we will allow children, who are unable to be funded, to attend 1 session per



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week so as not to exclude families who may be experiencing financial difficulties but with the understanding that on becoming funded, they then increase the child's sessions to 2 or more per week.

Non Attendance

Although it is non statutory for children to attend Pre-school, we have a duty of care to those children who do. Therefore if a child is absent on any day they are due to be in Pre-school, without prior arrangement such as a holiday, parents/carers **must** either call or text the setting, by 9.45am, to inform staff of the reason as to why their child is absent. Failure to do this will mean the setting contacting the parents/carers to ascertain why the child is absent.

*This policy was adopted by Nikki Harris for Humpty Dumpty Pre-school on Friday 24th April 2015.
It was reviewed on 6th February 2017.*

Signed: Chairperson Date: