Admissions Policy

It is the intention of Beckside Preschool & Nursery to make our provision accessible to children and families from all sections of the community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

- We will ensure that the existence of Beckside Preschool & Nursery is widely known in local communities. Advertising notices will be placed in widely accessible areas, in more than one language if appropriate.
- We will describe practices in terms which make it clear that all sections of the community are welcomed.
- We will ensure that the description of the setting and its practices demonstrates how the setting enables children and/or parents with additional needs to take part in the activity of the setting.
- We will monitor the gender and ethnic background of the individuals joining the group to monitor our intake and ensure it is representative of social diversity.
- We will ensure that information about our setting is accessible in written form to all, where necessary we will try to provide spoken form, Braille, in more than one language, through signing or an interpreter.
- Children from birth will be admitted in accordance with our Ofsted Registration.
- We will be endeavour to be flexible regarding attendance to accommodate the needs of all families.

The waiting list will be monitored and reviewed regularly, and children admitted on a first come first served basis.

Early Years Entitlement (EYE) places will be offered in accordance with the EYE operational guidance (June 2018) The Early Educational and Childcare statutory guidance for local authorities (June 2018) and the local conditions identified within the Early Years providers agreement. Funding is available from 8am-6pm and is flexible to meet parents' needs.

We offer term time: 38 weeks and a stretched offer: 47.5 weeks over a year.

New admissions

Parents/Carers must complete a registration form before their child can attend and sign and consent for this information to be maintained by Beckside Preschool & Nursery in line with the Data Protection Act 2018 and Ofsted registration requirement under The 1989 Children Act.

Any changes prior to the confirmed start date can only be accommodated at our discretion and is subject to availability. Written confirmation will be sent to the parent once a start date has been agreed. If a parent then wishes to delay a child's start date, we require at least one calendar months' notice to do so. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the original Registration form.

- **We do not offer term time only sessions to children under 2 years.**
- **We can accommodate hours rounding up or down to the nearest hour.**

In the event of non payment:

- The Owner will liaise with the parent/carer concerned.
- A payment plan will be agreed if necessary.
- Where unmet payments continue the Manager/Director will liaise with the parent/carer to arrange payment options.
- Parents will be liable for a late payment fee set by the business owner. Please see out Terms and Conditions.
- Where there is no resolution the child's/children's place may be withdrawn.

Child Tax Credit and Childcare Vouchers

Beckside Preschool & Nursery is registered with Ofsted, therefore where appropriate parents/carers are able to claim child tax credit. Details are available upon request. We accept childcare vouchers and tax free savings. Cheques should be made to Beckside Preschool & Nursery.

Beckside Preschool & Nursery encourages prompt payment but recognise that at times, some parents/carers may experience financial difficulties. We will ensure that no child/children/families are penalised should this situation arise and endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/children to continue to attend. All financial matters will be dealt with the utmost sensitivity and consideration.

Adopted: September 2021
Last Reviewed: October 2026
Next Review Due: October 2027
Review Frequency: Annually or following changes to legislation, statutory guidance, safeguarding requirements or nursery procedures.