



Admissions Policy

It is the intention of Bearhugs Nurseries Ltd. 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 Bearhugs Nurseries Ltd. 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 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 information in spoken form, braille, or in more than one language, through signing or an interpreter.
- Children from the age of 6 weeks will be admitted in accordance with our Ofsted Registration.
- We will endeavour to be flexible regarding attendance to accommodate the needs of all families.
- We will keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- The waiting list will be monitored and reviewed regularly.

The following factors will be taken into consideration in allocating places:

- The hours required, a child wishing to access a full time place will take priority
- The age of the child.

- Where 3 & 4 year old places are available, hours will be prioritised for children who are eligible to access their Early Years Entitlement (EYE) and for those two year olds eligible for the two year old funding.
- Length of time on waiting lists.
- Siblings already attending the setting.
- The vicinity of the home to the setting.

EYE places will be offered in accordance with the Code of Practice for Local Authorities on delivery of two year old funding and funded Early Years Provision for 3 & 4 year olds (September 2010) and the local conditions identified within the Early Years Provider Agreement.

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Bearhugs Nurseries Ltd. in line with the GDPR 2018 and Ofsted Registration requirements.

Payment

- Fee payment is required in advance by the 7th of each month either by card/BACS payments or cash if under £25.00
- Credit/debit card payments can be made over the phone by calling our Horncastle Bearhugs Nurseries Ltd. on 01507 523844.
- Bearhugs Nurseries Ltd. encourages prompt payment but recognises that at times some parents/carers may experience financial difficulties. Bearhugs Nurseries Ltd. will ensure that no child/children/families are penalised should this situation arise. Bearhugs Nurseries Ltd. will endeavour to arrange a payment plan that is acceptable for both parties, enabling the child/children to continue to attend. All financial matters will be dealt with the utmost sensitivity and consideration and in confidence.

In the event of non payment

- The Manager will liaise with the parent/carers concerned.
- A payment plan will be agreed if necessary.
- Where unmet payments continue the manager/owner will liaise with the parent/carer to arrange payment options.
- Where there is no resolution the child's/children's place may be withdrawn.
- Please see additional policy on non-payment

Tax Credit

Bearhugs Nurseries Ltd. is registered with Ofsted, therefore where appropriate parents/ carers are able to claim child tax credit. Details are available on request.

Refused Entry/Withdrawal of a place

- Bearhugs Nurseries Ltd. reserves the right to withdraw a place or refuse entry where they deem absolutely necessary or without prior warning.
- Bearhugs Nurseries Ltd. WILL NOT tolerate threatening or abusive behaviour/language towards any of our staff, children or other families. This includes face to face correspondence, via telephone or any form of electronic correspondence, including emails and all forms of social media.
- Where negative behaviour occurs from any of our families you will be given clear warning that this is unacceptable if appropriate.
- Where negative behaviour continues or management feel this has reached an unacceptable level you will be asked to leave the premises immediately.
- If this continues, or is deemed severe, we also reserve the right to withdraw your child's place permanently without prior notice.
- Please also note that we also reserve the right to contact the relevant services for support, including the police and social services where necessary.
- Please also note any fees paid in advance will not be reimbursed.

Signed on behalf of the setting by:

Manager/Owner

Date: 1st May 2020

Review Date: 1st May 2021