

Admissions Policy



Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the University and local community through a fair and clearly communicated procedure.

Procedure

- We ensure that information about our setting is accessible, using simple, plain English, in written and spoken format, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list on a first come first served basis and this is dependent on our occupancy. The exception to this is if siblings currently attend or have previously attended the setting as these will be offered first priority.
- We offer funded places in accordance with the Terms and Conditions of Plymouth City Council. Extended entitlement funding is offered on a stretched only basis; 24 hours per week over 47.5 weeks of the year. We offer a limited number of funded only places, there are no limits on the number of extended entitlement funded places we offer for the flexible full day care offer with additional charges. Priority will be given to me2 funded children or children under child protection for funded only spaces.
- Our setting operates to be fully inclusive and welcoming to all regardless of gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We will support children and/or parents with disabilities to take full part in activities and make reasonable adjustments if required.
- We will share and promote our Equal Opportunities Policy.
- We are flexible about attendance patterns 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 the children.
- We do not stipulate a minimum number of sessions attended.
- We consult with our families to ensure that our set up is fit for purpose.
- A booking fee is required to confirm the offer of a space and if cancellation occurs, parents are liable for one month's fees.

- Failure to comply with the Terms and Conditions of the setting may result in the provision of a place being withdrawn.