



## Rainford Brook Lodge Primary School

### Tadpoles Admissions Policy

Responsible Committee  
Site

Last review date			
Next review date			
Signed		Name	
Position		Date	
Governor ratification			
Signed		Name	
Position		Date	

## Foundation Stage 1 (Tadpoles)

### Admissions & Fees

Our pre-school provision is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

The extended free childcare entitlement for working parents of three and four year olds, will provide eligible parents with a total of up to 30 hours of free childcare per week, over 38 weeks (for eligibility criteria, follow this link). If not eligible for this, the existing 15 hours entitlement for free early education remains.

#### **Capacity / Offer of 30 hour free entitlement**

Foundation Stage 1 (Tadpoles) is registered with OFSTED to take up to 24 children in any one session (this may be affected by numbers in Reception). Our capability to offer the extended 30-hour of free childcare is dictated by staffing ratios and floor space; therefore the number of free 30-hour funded places may be limited. The number of these places allocated will be dependent on 'Priority of Admissions Criteria' and decided by the management committee, subject to termly review.

#### **Registration and Requirements**

When a parent/carer contacts the school enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy.

*If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Admissions Form to confirm their child's place. It is also a requirement to show school office staff the child's original birth certificate or passport, whose number will be recorded for our files.*

Parents/carers will also be asked to complete and sign the Emergency Contact and Medical Details Form which are given out in the 'Welcome Pack' provided upon visiting the school

#### **Priority of Admissions**

To ensure that admissions to Foundation Stage 1 are offered on a fair and transparent basis, we will allocate places in the following order:-

1. Children who are already attending Tadpoles and are due to start Reception in September of the following year.
2. Children who are not already attending Tadpoles who are due to start Reception in September of the following year.
3. Children who have siblings at our school.
4. The distance lived from our school.

5. If places still remain after these allocations, they will be offered on a first come, first served basis to children aged 3+ who do not fall into the above categories.

**This does not guarantee entrance into Brook Lodge CP School as this is done through the Local Authority. Application for admissions is completed on-line via the Local Authority. A link can be found on the school website**

From the spring half term break parents/guardians of children aged 3+, currently attending our Tadpoles, will be required to complete an application form stating their requirements for the following academic year and return it to school before the Easter holidays at the very latest.

Parents/guardians who would like their child to attend our pre-school group will be invited to a meeting in April, to learn more about Tadpoles. Following this, they will be required to complete an application form stating the sessions that they would like their child to attend and return it to school.

### **Offering Your Child a Place and Acceptance**

Following contact with school, all parents/guardians will be informed by letter as to their child has been allocated a place, and of any sessions that their child has been allocated. Parents are able to request sessions times; school then provide a provisional offer, which is signed by parents and returned to school, within a specified time frame (usually two weeks)

We have never discriminated and have no intention in the future of discriminating against any child on the grounds of sex, race, religion, colour or creed.

### **Fees**

The school understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of Tadpoles, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the Management Committee and reviewed annually in the light of the Club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
- Parents will receive an invoice at the beginning of each half term, breaking down of any fees incurred.
- The school will be sympathetic to requests for daily payment. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Office Manager at the earliest possible opportunity.
- If the fees are not paid on time, the school office will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The school has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Club being forfeited. This will not affect funded sessions, however additional and /or wraparound will be.

- If fees are paid persistently late or not at all with no explanation, the school will be forced to terminate that child's place. Under exceptional circumstances, the school may agree to allow the child to continue attending the Club for the remainder of that week.
- If the child is not picked up at 14:50 and ends up staying for wraparound then we reserve the right to charge for the wraparound fees that would have been incurred. This would be £4.00.
- Parents/carers are encouraged to speak to a member of staff or the Office Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at Tadpoles.

A healthy snack is provided to children at a small additional cost.

**Please Note; Payments for extra sessions/wraparound still need to be paid if a child is absent from Tadpoles due to illness or holidays.**

### **Changes to fee paying sessions**

Foundation Stage 1 requires you to give written notice, half a term in advance, of any intent to terminate attendance or to make any alterations to sessions that are not Government funded, unless in exceptional circumstances. If half a terms notice is not given for any alteration you will be required to pay for your original sessions; this included sessions for September with half terms notice being 31<sup>st</sup> May.

### **Waiting List**

When all places have been allocated a waiting list will be made for any additional children. Where a space subsequently becomes available this will be advertised to all on the waiting list by email or telephone where no email address has been given. Anybody interested in the sessions offered should inform the Nursery by the date specified in the email or telephone message. Places will then be allocated according to the date on the original registration form received by the Nursery.

### **Appeal**

If a place or requested sessions are unavailable, parents have the right of appeal to the Full Governing Body. Parents will need to write to the Full Governing Body detailing their reasons for appealing against the decision.