# Admissions Policy

Statement of Intent

We intend to make Little Acorns Childcare accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of the community have access to the childcare provision through open, fair, and clearly communicated procedures.

Methods

To achieve this aim, we operate the following admissions policy:

* We ensure that the existence of the childcare is advertised in places accessible to all sections of the community.
* We ensure that information about our childcare is accessible, in written and spoken form through social media platforms, website, online learning portals and liaising with the parents.
* We arrange our waiting list by date order on applications we receive. In addition to this we may consider whether they have, or have had, siblings attending Little Acorns Childcare and funding status.
* We describe our childcare and its practices regarding how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity, or competence in spoken English.
* We welcome all children and aim to respond appropriately to each child’s individual needs. We give parents the opportunity to inform us of any special educational or behavioural needs on the enrolment forms. This will enable us to explore with parents and any outside professionals how we can provide the most effective early years education for the child.
* We always make our Equality and Diversity Policy available to view.
* We consult with families about the opening times of the childcare to avoid excluding anyone.
* We are flexible about attendance patterns to accommodate the needs of individual children and families.
* We aim to be as flexible as possible about when payments are made and the methods in which they are made to accommodate the needs of individual children and family’s financial circumstances.
* All spaces are subject to availability and are secured by the payment of the first month’s fees.
* We offer funded childcare sessions throughout the week, during term time to cover those eligible for either two-year funded childcare or 15 hours universal childcare for 3 and four-year-olds. Funding can be used between 9:00-12:00 and 12:30-3:30
* Lunch club is available for children attending morning sessions or full days only. Full day attendees are given priority for lunch club.
* Session fees are charged at £23 per session and £4.00 per day for lunch club – parents will need to provide a packed lunch.
* Funding and session fees are intended to cover the cost of providing the childcare. They do not cover consumables such as snack, art and craft resources, and other overheads. There is a consumables charge of just £3.00 per session, per child which helps cover some of the cost of us providing fantastic learning opportunities for the children. If you would prefer to supply your own consumables for your child and not pay the consumables charge, please get in touch and we will let you know our plan for the week and what you would need to provide
* Where possible, we will offer up to 15 additional funded hours to eligible children on a first come first served basis. Spaces will be allocated upon receipt of a validated 12 digit code which parents are required to obtain from [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) in line with guidance from Suffolk County Council.
* By agreeing to access the funded childcare, which is subsidised by the local authority, you are required to ensure that your child attends the sessions allocated to them. The local authority is entitled to re-claim any funding provided for sessions that have not been attended. As a provider, we still must pay staff for all sessions and for this reason, parents/carers claiming funded sessions are liable for any funding re-claimed by the local authority.
* All prices and session times are subject to change in line with government funding rates and legislation.

Reviewed October 2023