

ADMISSIONS POLICY

Principle

We aim to provide quality affordable childcare which can be accessed by all members within our community. In order to do so we keep our prices competitive, offer flexibility and promote the use of childcare vouchers as a means of payment whereby parents can save money on their childcare costs. We offer spaces to children in a fair and unbiased manner. Primrose Hill has no intention of discriminating against any child on the grounds of sex, race, religion, creed or disability.

Statement of Intent

Primrose Hill believes that:

- All families should be able to access quality affordable childcare that siblings should be able to spend time together after school
- It is unadvisable for parents to use unregistered childcare providers
- Childcare spaces allocation should be fair and operate on a waiting list basis, purely based on first come first served
- Children with a disability should be integrated into our setting if we can provide adequate levels of care to best suit the needs of the child, in terms of specialist equipment, carers etc. We work closely with all the child's health care specialists before determining if we can offer a space.

Procedures

- We encourage parents to visit our facility at any time to see the quality childcare we provide
- Parents should bear in mind that whilst an appointment is not always necessary to view the facility there is particularly busy times during the day where there may not always be someone available to show them around. Therefore, it is best to contact the manager in advance
- We offer spaces on a first come first served basis and therefore parents may need to give as much notice possible when they require a space
- We will offer spaces primarily in accordance with our availability within the group i.e. If we have a full-time space available it will be offered to a person (matching the

criteria below) who applies for a full-time space, if we have availability of a specific day only, we will offer to the person on our list (matching the criteria below) who has applied for that specific day. At times, we will ensure that we are not exceeding our maximum number of children allowed in accordance with our registration certificate. In allocating the spaces we will use the following criteria:

- Children with a brother or sister who attends Primrose Hill
- Children who are enrolled on a full-time basis including all holidays
- Children who are enrolled on a part time basis including all holidays
- Thereafter spaces will be allocated on a first come first served basis
- When allocated a space, parents are required to complete an enrolment form with all the child's current information, although it should be noted that this may need to be updated again prior to the child starting
- Then manager keeps in regular contact with parents on the waiting list to advise them of the up-to-date position of their application

We have a separate policy on equal opportunities, settling in and on children with special needs.