

Northgate Pre School

Policy Name: Admissions, Attendance and Fees payments

Date issued/last updated: 1.1.2015- 22.04.2026

1.0: Statement of intent:

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

2.0: Procedures:

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- We will try provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, through Makaton or British Sign Language.
- Through our policies we describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including child-minders. We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language. We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.

3.0: Admission:

- 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 all the children. These must be agreed with the Manager and a record will be kept. Legal ratios are maintained at all times and the days and times have been agreed prior to starting.
- When first starting at Northgate Pre-School, you will be asked to fill in our Admission forms, Medical form, Ethnic code form, outings permission and photography/video permission forms. You will also be asked to fill in an "All about me" and a "Starting points" for your child. This will inform their key person about your child.
- To transition your child into our setting we will do 3 visits. The first one will be an hour stay and play with your child and the parent/carer, the second one will be a home visit with the Manager/Deputy Manager

and your child's key person, the third one will be your child staying on their own for an hour. If we feel, together, that your child is ready to start, we will go ahead. If your child is feeling upset/anxious we will do a longer transition period until they feel safe and secure with us. This will be dealt with on individual cases as all children are different.

4.0: Attendance

- You will have agreed days and times with Northgate Pre-School before you start. If your child does not attend for any reason you **MUST** inform the setting on the morning of that day. We have a register that feeds into the funding data and must be up to date.
- If your child cannot attend due to illness you will still be charged for the session and any other prior agreed fee. An alternative session may be offered if ratios allow .
- If no notification has been received the Manager or Deputy Manager will contact the first point of contact on your child's registration documents to find out the reason for the absence, this will then be recorded in your child's file.
- If we can not contact the parent/carer we will continue to the emergency contact details to find out the reason.
- Any absences for children on CP/CIN plans we would report non attendance to the social worker.
- If there is a irregular attendance, we will record it and look for patterns, potentially triggering our Safeguarding Procedure. Parents will be asked to come in for a meeting with the Manager to discuss any barriers or help required.
- If the child is not present for a prolonged period of time, depending on the pattern of usual hours, this could be 2 or 3 days, and we have had no contact with parents this would trigger a safeguarding concern and advice will be taken from the Local Authority MASH team and/or a police welfare check may be requested .

5.0: Pre School Fee Payments:

- Parents/carers are issued with their child's invoice on or around the 1st of the month and then be expected to pay the bill for that month advance within 14 days.
- A £10.00 late fee will be added to the bill if payment is not received on time.
- If the bill is not paid in the same month an extra £10.00 will be added to the bill.
- If you take your child on holiday in term time, you will be still charged for the session. Please inform the setting in advance so we can record the holiday period in our register.
- If a child's place is terminated or sessions reduced, the number of sessions, four weeks written notice is required to the Pre-school Manager. The cost of the place (whether or not your child attends) until the four week's notice is served out must be paid for.

5.1 Funding

- Northgate Pre-School accepts the Government funding.
- The 2 year funding for eligible children
- The 9 month to 2 year working families 30 hours funding
- The 2 year working families 30 hours funding
- The 3 year working families 30 hours funding
- The universal 15 hours funding for 3 and 4 year olds.
- You will be required to fill in a parents declaration form with all details, including the working families code given by the Government on your personal account. Proof of eligibility of the FRAS funding and proof of date of birth before your start date. Usually in transition visits.

- The days and times will be agreed at admission time. Parents to inform the manager if they will differ. A place has been allocated and staffed for your child to attend so if they don't it would be possible you would lose your funded hours and be charged for the sessions taken.
- Northgate Pre-School will verify these before the start of the term and subsequently at each term the child is present. It is up to parents to reverify their code for the working families entitlement on their own Government account.
- The universal hours will be submitted by the settings Manager.

Inset Days:

We run in line with St Marys School and close at the same time. You will be given their calendar on admission. We will also send reminders on Tapestry. If you normally attend on that day and are funded you will be offered an alternative session, if you cannot change the day due to personal circumstances we will adjust our funding entitlement. If you take the full funded hours because of our opening hours 8.45-3.15 this will be covered in your funded hours and no alternative will be offered. If you pay for your sessions you will not be billed for these days.

6.0: Cancellations:

Occasionally due to unforeseen circumstances (usually weather) sessions have to be cancelled. To allow parents/carers to make other arrangements maximum warning will be given. In such circumstances it is regretful that we cannot reimburse for the cost of the session or for early starts or late finishes. We will endeavour to offer an alternative session if ratios allow.

7.0: Signatures:

Date to be reviewed: 22/04/2027

Signed on behalf of the provider:

Name of signatory:

Role: Chairperson