

Admissions Policy

It is the intention of Trinity Day Nursery to make the provision accessible to children and families from all sectors of the community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

- We will ensure that the existence of Trinity Day Nursery is widely known in local communities and surrounding areas. Advertising will be placed in widely accessible areas, in more than one language if appropriate.
- We will describe practices in terms which make it clear that all sections of the community are welcomed.
- We will ensure the description of the setting and its practices demonstrates how the setting enables children and/parents with additional needs to take part in the activities of the setting.
- We will monitor the gender and ethnic background of the individuals joining the group to monitor intake and ensure it is representative of social diversity.
- We will ensure that information about our setting is accessible in written form to all. When necessary we will provide information in other forms such as Braille, and more than one language other than English.
- Children from the age of 3 months to 5 years will be admitted in accordance with our Ofsted Registration.
- We will endeavour to be flexible regarding attendance to accommodate the needs of the family, however staffing ratios must be maintained in line with Ofsted regulations and the safety of children is our priority.
- We will keep a place vacant, if this is financially viable, to accommodate an emergency admission through social services, or family crisis. This will be at the discretion of the Owner

The waiting list will be monitored and reviewed regularly.

The following factors will be taken into consideration in allocating places.

- The age of the child
- Where 2, 3 & 4 year old places are available, hours will be prioritised for children who are eligible to access their Early Years Entitlement (EYE)
- Length of time on waiting list

- Siblings already in the setting

EYE places will be offered in accordance with the Statutory Guidance for Local Authorities on delivery of Free Early Years Provision for 2, 3 & 4 year olds and the local conditions identified within the Early Years Provider Agreement.

Parents and carers must complete a Registration Form before their child can attend and sign a consent form for this information to be maintained by Trinity Day Nursery in line with the Data Protection Act 1998, the General Data Protection Regulations and Ofsted Registration requirement under the Children Act 1989.

Payment

Once you have completed the Registration Form and booked the required sessions you will need to pay a month's fees in advance by cash or debit card. **We do not accept cheques.**

You will then be invoiced on a monthly basis, on the 1st of the month for the next month and payment should reach us within 7 days or a £25 charge will be added for late payment. If payment is not made within 14 days then your child can no longer attend the Nursery.

If you require support with payment then please approach the Jemma in the first instance:

- Jemma will liaise with the parent/carer concerned
- A payment plan, in writing, will be agreed if necessary, but if not adhered to then the child can no longer attend Nursery
- Trinity Day Nursery reserves the right in the event of slow payment or non-payment to inform other settings.

Trinity Day Nursery provides quality care and education so to continue to invest in staffing and resources payment of fees on time is crucial to allow us to do this.

Tax Credit

Trinity Day Nursery is registered with Ofsted, therefore where appropriate parents/carers are able to claim child tax credit. Details are available upon request.

Childcare Vouchers

Trinity Day Nursery is registered with several voucher companies please ask for details.