

Date Reviewed	November 2025
Review Date	November 2027



Agreed by: Directors

Signature:

Admissions Policy

Policy statement

This policy aims to ensure best practice for admission to Highfield Children's Centre Company, to enable the maximum number of children to access early year's provision.

Principles

- We are committed to providing a fair admission system.
- We aim to deliver flexible care and education, acknowledging that family circumstances differ widely and with the aim of assisting those who work and those seeking to gain employment.
- We are committed to all families having equality of opportunity. Please see our Equality Policy

Eligibility

- Any child can attend Highfield Children's Centre Company, there is no catchment area. Priority is not dependent upon proximity to the setting.
- Children can attend Highfield Children's Centre Company settings until statutory school age; after their fifth birthday
- Attendance at Highfield Children's Centre Company does not guarantee a place at any specific school and parents must apply separately for the school of their choice.
- We operate a waiting list system, where places are offered in order of enquiry. Places are offered on sessional availability.
- We offer Parents/Carers the option of additional sessions (where availability) to extend their child's funded sessions if required.

Capacity

We are currently registered for 28 spaces, offering Paid and funded sessions. This may include either 15 or 30 government funded hours per week to eligible 2, 3- and 4-year olds. Parents are also given the option of paying for additional sessions if required and available.

- The number of children that can attend our settings will not go over the registered amount which also includes factors such as how many children already attend, their ages, the amount of floor space we have and the legal staffing ratios.
- If there are no places available, we will add a child's name to our waiting list

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Early Years Funding

Early Years funding can be used over our opening hours. You will need to visit www.childcarechoices.gov.uk to find out if you are eligible for 15 or 30 funded hours.

Session Prices and Additional Costs - September 2025

The hourly charge for care will be £7.56 for all children.

Sessions	Session Cost	Funded
8.00-4.00	£60.48	Yes
8.30-4.00	£56.70	Yes
9.00-4.00	£52.92	Yes
8.30-1.00	£34.02	Yes
9.00-1.00	£30.24	Yes
1.00-4.00	£22.68	Yes
4.00-5.00	£7.56	Yes

Additional Voluntary Charges

Snack (per am/pm) - 50p

Consumables (per am/pm) - 50p

The consumable cost includes activities/experiences such as cooking, external visits, additional resources to extend the children's learning, stay and play sessions, caterpillar experience and planting and growing and much more

Purchased Hours

Parents are welcome to request additional sessions throughout the week as one-off sessions or permanently, this will only be offered if space is available and there are no outstanding fees. We do not offer hourly sessions, all sessions booked will need to be within our session times. Our hourly sessions are £7.56 per hour

Children can access breakfast provision from 8-8.25 am.

A cooked lunch is available at Early Years for an additional cost during term time. Packed lunches must be provided in holidays.

Please see our charges and remissions policy for further details and non-payment of fees schedule,

- Additional sessions booked on a regular basis will remain allocated throughout the year, subject to fees being kept up to date. Parents will be asked to sign a Fees contract which states when payment is due and agreement to our charges and remissions policy and procedure.
- Days off for illness or other reasons cannot be refunded, unless exceptional circumstances are agreed with the Manager or in some circumstances the Directors. Payment should normally be made by BACS. But parents can pay by cash with the managers or Business Managers knowledge and agreement.

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- We reserve the right to reallocate or cancel children's session following a period of 4 weeks non-attendance and/or Non-payment.
- We accept payment by childcare vouchers - please ask for the scheme details.
- Occasional bookings for additional sessions should be made through the Manager and are subject to availability. These sessions cannot be offered if fees are outstanding. Payment for these MUST be made in advance.
- Children funded sessions can be used flexible within the week/day. Our lunchtime session between 12.30-1.30 will consist of care and education(funded). A chargeable item for lunch will be charged unless they are having packed lunches.
- We recognise that the cost of registered childcare and education may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service is costly and to ensure the continued high standards and sustainability of the service, we must ask parents and carers respect our policy in respect of fees.
- When a parent/carer contacts the setting enquiring about a place for their child, the administration process will be explained. They will be informed whether there is currently a place available for their child and/or when a place may become available.
- If a place is available, the parent/carer and the child will be invited to visit our setting This is an ideal opportunity for parent/carers to ask questions about the setting and get to know the staff. If the parent/carer agrees to abide by all the terms and conditions of administration, including the level of fees and arrangements for payment, we will organise a pre-sessional visit and a start date for the child. Pre-Sessional visits are offered free of charge
- If there is no availability at the time of inquiry a child can be added to our waiting lists if the parent is happy to do so. However, we do not hold spaces open and cannot always guarantee there will be a space when parents require it.

Equality of access

- We widely advertise our setting and our services; ensuring that all sections of the community are made aware of our provision. We strive to make this information accessible to all.
- We will provide translated written materials where language needs of families suggest this is required, where necessary, we will try to provide information in Braille, or through British Sign Language.