

## **ADMISSIONS POLICY WRAPAROUND UNITS**

### **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. The Group has no intention of discriminating against any child on the grounds of sex, race, religion, creed or disability.

### **Statement of Intent**

#### **Sleepy Hollow believes that**

- All families should be able to access quality affordable childcare and that siblings should be able to spend time together after school
- It is unadvisable for parents to use unregistered childcare providers.
- Children with a disability will be integrated into our setting if we are able to 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 of the child's health care specialists before determining if we are able to offer a space.
- The ratio in the setting is 1 member of staff to every 8 children, although two members of staff will be present as a minimum at all times.

### **Procedures**

- We encourage parents to visit our facility at any time to see the quality of childcare we provide.
- Parents should bear in mind that whilst an appointment is not always necessary to view the facility there are particularly busy times during the day when may not be convenient. Therefore it is best to contact the manager in advance to make a booking.
- Waiting lists will open for new P1 children due to start school in the September of the same calendar year on the second Monday in January. We cannot take applications prior to the same calendar year for P1 intake only. Existing pupils within a primary school setting where we operate wraparound facilities can apply to join our waiting lists at any time.
- We cannot guarantee your child a place at the time of joining the waiting list but we will keep you informed nearer to the time you'd like your child to start.

- If you are able to be flexible with the days you are requesting, then please do express this on the sign-up form.
- Please note that joining our waiting list **does not** guarantee a place for your child at one of our settings
- We will offer spaces primarily in accordance with our availability within the group ie. 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 for 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 all times we will ensure that we are not exceeding our maximum number of children allowed in accordance with our registration certificate, and our criteria allocation (ranked 1-6)
  - 1 Children with a brother or sister who currently attends or have previously Sleepy Hollow (providing parents have applied by Easter of the same calendar year their child is due to start primary one as all spaces will be offered out in May of each calendar year)
  - 2 Children whose parent/carer is an employee of SHG (NI) Limited.
  - 3 Children who are enrolled on a full time basis including all holidays.
  - 4 Children who are enrolled on a part time basis including all holidays.
  - 5 Children who are enrolled on a full time basis term time only.
  - 6 Children who are enrolled on a part time basis term time only
- When allocated a space, parents are required to complete an enrolment form with all of the child's current information. We do ask parents to pay a non-refundable £25 deposit at the time of accepting your child's space, to cover admin costs. Note there will be a timescale for forms to be returned once spaces are offered. The date will be written clearly on the letter of offer.
- Sleepy Hollow is on the list of approved settings to accept placements via social services referral.

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