



## **ADMISSION AND SESSIONAL POLICY**

This Sessional Policy includes the following:

- Ad Hoc bookings/ Additional Sessions to your pre-booked sessions
- Cancellations
- Retainer Scheme
- The Waiting List
- 15 Hours Government Funding Accepted
- Administration Fee

### **Ad Hoc/ Additional Sessions-**

Additional sessions/ Ad Hoc to your pre-booked sessions. We are fully aware that life is busy, and plans change and subject to availability we can offer Ad Hoc sessions. Any requests for Ad Hoc Sessions must be sent via email/text to the Leader and are only confirmed with written confirmation from the Leader. Any Ad Hoc sessions booked are chargeable once confirmed and if cancelled they cannot be rolled over to another day.

**Swapping of any session is not permitted**, but you may request an additional session on top of your pre-booked session(s).

### **Cancellations:**

- A permanent cancellation of your child/ren's permanent session(s) at Fusion Pre-School Southdown requires 4 weeks written notice. Failing which you will still be charged at the usual rates until such notice is given.
- All Ad Hoc sessions that are cancelled must be paid in full.

### **Retainer scheme:**

- When a families' circumstances changes and they do not require their usual sessions, but do not want to relinquish their permanent space as they may need their allocation reinstated at a later date. Subject to a 1:1 discussion with the Management, we are prepared where possible to offer a retainer scheme.
- A 4-week notice period to change from permanent allocation to the retainer scheme is required and during this period usual full fees will apply (effectively this is a 4-week notice period, in line with our Cancellation Policy.)
- Recommencement of attendance at Fusion Pre-School Southdown is only accepted once the child/ren have been reinstated and a return date agreed with the Leader in writing.
- Each situation will be taken on its own merit and is dependent on availability and waiting lists.



## **ADMISSIONS/REGISTRATION POLICY**

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

### **The Waiting List**

Children can be added to the waiting list as soon as they are born and places will be offered in the order that children were placed on the Waiting List, the only exceptions being:

- Family Centre Service referral - We hold two places for government funded two-year-olds who may be referred by the Family Centre Service. These children may not already be on our waiting list.
- Sibling rule – Siblings of children already attending the setting may be elevated up the Waiting List if their time at Pre-school will overlap.

Fusion Pre-School Southdown's general practice is to offer places in such a way that allows all children to access at least one academic year in the setting.

The rationale for this procedure is that leaving a space empty for two terms for a child to attend for one term makes it very difficult to plan staffing. Whilst we are not a profit making organisation, we do aim to give our valued, professional staff stability and security.

Please note that due to the likelihood of adverse weather condition in the Autumn and Spring Term Forest School places are limited and released on a first come first need basis. In the Summer Term we increase our numbers at Forest School.

### **15 hour Funded Children –**

- 15 hour Government Funding applicable to our core session 9.10am-12.10pm ONLY.
- Any additional sessions will be invoiced at our non funded hourly rate.
- Sustainability charge (please see Letter with your Welcome and Registration Pack for more information)
- Parents/Carers are required parents/carers to fill out a Declaration Form and provide Fusion Pre-School with their Eligibility Code once received.

### **Administration Fee –**

Joining the waiting list is at no cost. When you accept a place, we will ask for a £50 non-refundable admission fee per child.

If you would like to discuss your child starting with us please do not hesitate to contact us. Pop in and see us or call Miss Wilkins Tel: **07908121891**.

<b>Adopted on:</b>	<b>Last reviewed on:</b>	<b>Reviewed on:</b>	<b>Next review Date:</b>
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20.07.2022	04.09.2023	04.04.25	April 2025
<i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Information and records [3.74-3.82] and Health [3.52.3.55]</i>			
Signed and approved:		Fusion Pre-School Southdown	