

Admissions policy

Version History

Version	Date Approved	Approved by	Brief Description of Changes
Original	Feb 19		
2025/1	September 25	Board of Management	Added onto new template and annual review
2026/1	September 26	Board of Management	Yearly review and Updates

Policy Owner

Head of Children and Young People

Purpose and Scope

This policy outlines YMCA East Surrey's approach to admissions ensuring that all sections of our community have access to our settings, through open, fair and clearly communicated procedures. This policy also outlines the comprehensive fees in place for YMCA Pre-school settings.

Definitions

Relevant Legislation or Governance Requirements

- ▶ Working together to Safeguard Children 2026

Related Policies and Procedures

- ▶ Safeguarding Children Policy
- ▶ Equality, Diversity and Inclusion Policy
- ▶ GDPR Policy

Policy Requirements

Marketing material

YMCA East Surrey will ensure activities and events are advertised in places accessible to all members of the community.

The website and booking / referral systems will highlight the age of the children and young people eligible, the sessions they can attend, along with instructions on how bookings are taken and procedures for parent/carers to follow if their child is off sick.

YMCA East Surrey will make sure information about CYP provision is fully accessible – in written and spoken form.

Children and Young People settings

All YMCA Children & Young People Services settings are fully inclusive and actively encourage children with Special Education Needs and Disabilities (SEND) to take part in all

activities and attend the most appropriate setting (where possible additional support can be available) - see Equality, Inclusion and Diversity Policy.

Where possible we will provide financial support in an emergency, or if payment is a barrier to a child or young person attending (appropriate proof will be required) through YMCA East Surrey's bursary scheme.

Parents/carers are encouraged to visit the setting before their child/children/young person attend. Families will be regularly consulted through face-to-face consultation and evaluation forms about the services YMCA East Surrey provides for children and young people.

All children and young people attending YMCA East Surrey provision will complete relevant information prior to attending including:

- Magic bookings parent and child / young person's details (Disability and childcare and rec)
- Individual Care Plan (for children/young people with SEND and those attending YMCA's Short Break settings)
- All About Me form for all children attending Pre-School settings (for Early Years requirements).

All information is stored securely, in line with GDPR (see General Data Protection Regulation policy and Statement of Data Protection).

Parents/carers are reminded to keep their child / young person's details up to date at regular intervals through face-to-face consultation and notices on parents' board.

Waiting lists across Children and Young People Services settings will be arranged on a first come, first served basis. Flexible attendance patterns will be made available to accommodate the needs of individual children and families.

Late collection fees

Late pick up fees for late collection of children where applicable at childcare settings are charged at £5, and an additional £5 for every full 15 minutes thereafter. For the first 15 minutes there will be no additional charge, provided YMCA East Surrey has had notification before the end of the day.

Late payment and non-payment of fees

Please see YMCA East Surrey's **Defaulters Policy** for further information regarding outstanding payments and debts for services received.

Pre-school registration

If a parent/carer is applying for a 15/30-hour space, they will need to have obtained their 15/30-hour code the term prior to using it, through the Childcare Choices website at www.childcarechoices.gov.uk/

Registration forms for YMCA Pre-school settings will be dated upon receipt, as the waiting list is arranged on a first come, first served basis. 15/30-hour codes and FEET funding letters must be provided to YMCA East Surrey at the same time as the registration form, for the child to be added to the waiting list. Children will not be eligible to join the waiting list until the required information has been received.

Children cannot be allocated a placement without completion of a registration details .

Pre-school FEET and 15/30 hours places

YMCA Pre-schools aim to support the most vulnerable and disadvantaged children in our community. We will use the following factors to decide who is allocated one of these spaces at the Pre-school if oversubscribed, to ensure a fair process. Please visit <https://www.surreycc.gov.uk/children/support-and-advice/families/family-finances> to find more information on eligibility for these.

- If the child is a looked after child or had previously been a looked after child.
- Those entitled to Child Tax Credit (provided family is not also entitled to Working Tax Credit)
- Those on Working Tax Credit
- Those on Universal Credit
- Child with a statement of special educational needs (SEN) or an Education, Health and Care (EHC) plan
- If a child is in receipt of Disability Living Allowance
- If the child has a sibling in the Pre-school

If a parent/carer meets any of the above criteria, and they have a FEET funding letter or a 15/ 30-hour code, the spaces will then be allocated on a first come, first served basis to ensure fairness.

Free Early Education for Two-year-olds (FEET) funded applications

How and when to apply for Free Early Education for Two-year-olds (FEET)

- For FEET funded children parent/carers will need to apply the term in advance of their child's second birthday through www.surreycc.gov.uk/feet or contact Surrey Family Information Service on surrey.fis@surreycc.gov.uk

15 and 30 hours childcare

How and when to apply for 30 hours free childcare code

- Parent/carers can apply through the Childcare Choices website at www.childcarechoices.gov.uk/. Applications need to be completed in advance of the term they wish to use them. For example, to use 30 hours from April 2026, apply through the childcare choices website by 31 March 2026 and take the eligibility code to the YMCA as soon as possible. If parents/carers are unable to apply online or have problems with the application process, contact HMRC's Childcare Services Customer Interaction Centre on 0300 123 4097 for support. Parent/carers will need to update their details every three months for the code to remain valid for the next term.

The parent/carer will need their details (and their partner's, if applicable), including:

- National Insurance Number
- Unique Taxpayer Reference (UTR), if the parent/carer is self-employed

Parent/carers will then get a Childcare Account, if their application is successful, and can use this to get their code for 15 and 30 hours free childcare. If parent/carers pay for childcare and want to use tax-free childcare to get help with costs, they can also apply using this service. Parent/carers may find out if they're eligible straight away, but it can take up to seven days.

Pre-school fees

YMCA Pre-school fees are published on YMCA East Surrey's website or are able by application to the Pre-school Managers. The minimum number of sessions is two, to aid the settling of children. Fees are reviewed annually to ensure that we continue to meet our objectives. As a registered childcare provider, we are in receipt of Early Years Education Funding (EYFE) for eligible two - four-year-olds. Where funding is not received, or extra hours are required more than funded hours, then fees are payable.

Parent/carers are responsible for ensuring their child's fees are paid on time, one month in advance on issue of an invoice. Please note that fees are payable for all sessions booked, even if some are missed due to illness, holiday or other reason. If for any reason the child is not attending pre-school, we ask that we are informed by telephone by 10:00. Failure to pay fees on time and in full could jeopardise the child's place and continued non-payment may result in the child's place being withdrawn in accordance with the procedure detailed under Late Payment and Non-Payment of Fees (see relevant policy). Fees may also be charged if a parent/carer is late in picking up their child, as the YMCA will need to pay staff overtime to look after the child. Fees are payable by BACS or standing order (direct to the Pre-school account). We also accept Childcare Vouchers.

Pre-school cancellation of placement

If a parent/carer is planning to remove their child from the Pre-school, they must provide the team with one month's notice, in writing.

Roles and Responsibilities

Monitor:	Head of Children & Young People
Approve:	Board of Management
Endorse:	Children & Young People Advisory Group
Propose:	CEO
Draft and review:	CYP Childcare and Children's activity manager

Implementation and review

This Policy is reviewed annually and disseminated to staff on HealthboxHR and SharePoint.