

## Admissions policy

Approved: 27 Feb 2019

Reviewed: 2 Sept 2019

Review due: 3 Sept 2020

### Purpose

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.

### Responsibilities and monitoring

Monitor: Head of Children's Services  
Approve: Board of Management  
Endorse: Children's Services Committee  
Propose: CEO  
Draft and review: Children's Services Development Manager

### Policy and procedure

#### Marketing material

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

Booking forms will highlight the age of the children 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 the childcare setting is fully accessible – in written and spoken form.

#### Childcare settings

All YMCA Children's Services settings are fully inclusive and we actively encourage children with Special Education Needs and Disabilities (SEND) to take part in all activities (where possible additional support can be available) - see Inclusion policy.

We will provide financial support in an emergency situation, or if payment is a barrier to a child attending (proof of income may be required) through YMCA East Surrey's bursary scheme.

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

All children attending YMCA East Surrey schemes will complete relevant forms prior to attending:

- ▶ Children's Services Registration form (for all Y-Kids and Pre-school settings)

- ▶ Individual Care Plan (for children/young people with SEND and those attending YMCA's Short Break settings)
- ▶ All About Me form for all children aged 6 and under attending Y-Kids and Pre-School settings (for Early Years requirements).

These forms will be stored securely in the setting's office, in line with GDPR (see General Data Protection Regulation policy and Statement of Data Protection for Children's Services).

Parents/carers are reminded to keep their child's registration form/care plan up-to-date at regular intervals through face-to-face consultation and notices on parents' board.

Waiting lists across Children's 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 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 scheme's day.

### **Pre-school registration**

If a parent/carer is applying for a 27 hour space, they will need to have obtained their 30 hour code the term prior to using it, through the childcare choices website at [www.childcarechoices.gov.uk/](http://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. 30 hour codes and FEET funding letters must be provided to YMCA East Surrey at the same time as the registration form, in order 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 child registration and booking request form.

An initial registration fee of £25.00, which is non-refundable, is due on return of completed registration forms.

### **Pre-school FEET and 27 hours places**

YMCA Pre-schools aim to support the most vulnerable and disadvantaged children in our community. Therefore, we have placed an **eight** space limit on the number of children for which we will accept 27 hours funding. We will use the following factors to decide who is allocated one of these spaces at the Pre-school if oversubscribed, in order to ensure a fair process.

- ▶ 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 and with an annual gross income of no more than £16,190)
- ▶ Those on Working Tax Credit and with an annual income under £16,190 before tax
- ▶ Those on Universal Credit and with an annual net earned income not over £15,400

- ▶ Child with a statement of special educational needs (SSEN) 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 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](http://www.surreycc.gov.uk/feet) or contact Surrey Family Information Service on [surrey.fis@surreycc.gov.uk](mailto:surrey.fis@surreycc.gov.uk)

### **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/](http://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 2019, apply through the childcare choices website by 31 March 2019 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 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. It usually takes 20 minutes to apply. 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 currently £6.50 per hour for two year olds and £5.50 per hour for three year olds. The minimum number of days is two full days, in order 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, three and four year olds. Where funding is not received, or extra hours are required in excess of 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 you inform us 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 below). 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.

### **Pre-school late payment and non-payment of fees**

We expect parent/carers to assist us with the smooth running of the Pre-school by ensuring that all fees are paid promptly. Obviously, we appreciate that from time to time, unforeseen circumstances may occur which result in late payment of fees. We are committed to resolving payment issues with parent/carers as fairly and openly as possible, and have adopted the following four stage approach:

- ▶ Stage 1 - if payment is not made in the month that it was due, at the beginning of the following month, the Pre-school Administrator or Pre-school Manager will have an informal discussion with parent/carers to ascertain when fees are likely to be paid, as a second months fees have also now become due and payable. If fees are paid in accordance with the payment plan agreed, then no further action will be taken. If not, then:
- ▶ Stage 2 - the Pre-school Manager will write to parent/carers requesting payment by a specific date, and inviting the parent/carers in for a further discussion, if they are unable to make payment by this date. If a payment plan is subsequently agreed, then this will be confirmed in writing to the parent/carers, who will also be asked to sign and return a Payment Contract. If no payment has been forthcoming, or a payment plan has not been agreed by the end of the second month, then:
- ▶ Stage 3 - the Pre-school Manager will write to parent/carers requesting payment/part payment by a specific date and/or a more formal meeting to discuss the situation, otherwise their child will no longer have a place at the Pre-school. If no payment at all has been forthcoming by the specified date, nor a payment plan agreed in writing (as detailed in Stage 2 above), then:
- ▶ Stage 4 - the Pre-school Manager will write to parent/carers confirming that their child no longer has a place at the Pre-school, due to their non-payment of fees, highlighting that YMCA East Surrey reserves the right to take further steps to recover the unpaid fees and any associated costs if there are no extenuating circumstances to the contrary.