

Admissions and Payments

It is the intention of The Ark at Waddington to make our provision inclusive and accessible to children and families from all sections of the community.

Our admissions policy operates within an Equal Opportunities framework and is regularly reviewed.

We will endeavour to:

- Ensure that the existence of The Ark at Waddington is widely known in local communities. Advertising notices will be placed in widely accessible areas, in more than one language if appropriate.
- We will describe practices in terms which make it clear that all sections of the community are welcomed.
- We will ensure that the description of the setting and its practices demonstrates how the setting enables children and/or parents with additional needs to take part in the activity of the setting.
- We will monitor the Gender and Ethnic background of the individuals joining the group to monitor our intake and ensure it is representative of social diversity.
- We will ensure that information about our setting is accessible in written form to all, where necessary we will try to provide spoken form, Braille, in more than one language, through signing or an interpreter.
- Children from two years of age will be admitted in accordance with our Ofsted registration.
- The waiting list will be monitored and reviewed regularly.

The following factors will be taken into consideration in allocating places:

- Funded places will be offered in accordance with the code of practice for Early Years Entitlement and any local conditions in place at the time.
- Where 3 & 4-year-old places are available, hours will be prioritised for children who are eligible to access their Early Years Entitlement (EYE). Priority will be given to children in receipt of EYE funding.
- EYE places will be offered in accordance with the Code of Practice for Local Authorities on delivery of Funded Early Years Provision for 3 & 4-year-old children (September 2010) and the local conditions identified within the Early Years Provider Agreement.
- The age of the child.
- Length of time on waiting list.
- Siblings already attending the setting.
- The vicinity of the home to the setting.

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by in line with the Data Protection Act 2018 and Ofsted Registration requirement under the 2004 Children Act.

Payment Procedure

All chargeable rates are calculated at £21.00 per 3 hourly session (correct as of April 2025). An additional snack consumables charge is applied to all 3/4-year-old children who are claiming their EYE funding at our setting – this charge is calculated at £1.00 per attended session (correct as of April 2025) and is automatically applied each month to the funded sessions accessed by the child.

Fees are charged for sessions booked not sessions attended. If your child does not yet receive the universal 3/4-year-old EYE funding or appropriate 2-year-old funding, you will receive a bill once a month. This details all the sessions that your child will attend during that period and gives 2 payment options: monthly or weekly. If you choose weekly payments a payment is required by each Friday, if you choose to pay monthly then payments must be made by the 15th of each month. Payments can be made by cash, online payment or using tax free childcare payments. If payment is not received by the required date, then a late payment charge of £10% of the outstanding amount will be incurred for each week, or part of, that the invoice remains unpaid.

If your child is in receipt of the universal 3/4-year-old funding, you will receive a bill once a month. This will detail all the sessions that your child will attend during that period plus any consumables charges that apply to those hours. You should check this statement to ensure that your child has received the correct number of funded hours. If there is a shortfall you may be offered extra hours to ensure that all funding is received. If there is an excess of hours received (up to a maximum of 9 hours), these may be carried forward to the next term to fill any shortfalls that may occur during that period. If your child regularly attends more sessions than their funded sessions, these will be charged. Payment methods are as detailed above.

If your child is in receipt of any appropriate 2-year-old funding, you will receive a statement once a month. This will detail all the sessions that your child will attend during that period. You should check this statement to ensure that your child has received the correct number of funded hours. If there is a shortfall you may be offered extra hours to ensure that all funding is received. If there is an excess of hours received (up to a maximum of 9 hours), these may be carried forward to the next term to fill any shortfalls that may occur during that period. If your child regularly attends more sessions than their funded sessions, these will be charged. Payment methods are as detailed above.

The setting understands that parents/carers may need to book odd extra sessions throughout the term. If this happens then separate invoice will be raised, and payment is required at the time of booking or on the day of attendance.

The Ark at Waddington appreciates prompt payment but recognises that at times some parents/carers may experience financial difficulties. The Ark at Waddington will ensure that no child/children/families are penalised, or disadvantaged should this situation arise. We will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/children to continue to attend. All financial matters will be dealt with in reference to the setting's confidentiality policy and with the utmost sensitivity and consideration.

In the event of non-payment:

- The Manager will liaise with the parent/carer concerned.
- A payment plan will be agreed if necessary.
- Where unmet payments continue the owner will liaise with the parent/carer to arrange payment options.
- Where there is no resolution the child's/children's place **may** be withdrawn until the outstanding balance has been cleared in full.



