

Admissions Policy

It is our intention to make Ducklings accessible to children from all sections of our local community. We shall:

- Ensure that the existence of Ducklings is widely known in all local communities and that it is clear that we welcome parents and carers from all cultural, ethnic, religious and social groups, with and without disabilities.
- Try, as far as possible, to be flexible about attendance patterns so as to accommodate the needs of individual children and families.
- Operate a waiting list on a 'first come, first served' basis, (giving preference to children from Sarratt and surrounding areas).

Fees

It is a condition of a child being accepted by Ducklings that:

- All sessions must be paid for irrespective of reasons for absence.
- Prompt payment is required both in advance and in full, for each half term and failure to do so will mean that the child's place may be forfeited. Children currently qualify for a funded place as follows:

A child born in period	Will become eligible for a free place (funding)
1 st April to 31 st August	1 st September following child's 3 rd birthday (Autumn school term)
1 st September to 31 st December	1 st January following child's 3 rd birthday (Spring school term)
1 st January to 31 st March	1 st April following child's 3 rd birthday (Summer school term)

- **Notice of one half term is required, in writing, if you wish to withdraw your child.** Otherwise you will be liable for fees for that half term, even if your child is funded.

Confidentiality

Ducklings works with children and families, which will bring us into contact with confidential information. We will respect this information thus:

- Parents will have ready access to the files and records of their own child but not any other child.
- Staff and voluntary helpers will not discuss individual children (except for the purposes of curriculum planning and group management) with people other than parents or carers of that child.
- Information given by parents/carers to Ducklings will not be passed on to other adults without permission.