

SARRATT DUCKLINGS PRE-SCHOOL

ADMISSIONS POLICY

Statement of Intent

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 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 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 in full for each half term and failure to do so will mean that the child’s place may be forfeited. If you have difficulty in paying the session fees, please contact the Manager and we will always do our best to advise and support in this situation.
- Children that qualify for a funded place must complete all relevant paperwork and ensure they check eligibility/ codes within the required timeframe.
- Notice of one-half term is required, in writing, if you wish to withdraw your child. Otherwise, you will be liable for fees / funded amount for that half term.

Confidentiality

Ducklings works with children and families, which will bring us into contact with confidential information (please see Confidentiality policy.) Parents will have ready access to the files and records of their own child, but not any other child.