

# PUDDLE DUCKS

Abbey Farm  
Church Lane  
Alvingham  
Nr LOUTH  
Lincolnshire,  
LN11 0QD



## Admissions Policy

Puddle Ducks intends to make our provision 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 ensure that the existence of Puddle Ducks is widely known in local communities.
- We will describe practices in terms that 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 the age of 3 months to 8 years will be admitted by our Ofsted Registration.
- We will endeavour to be flexible regarding attendance to accommodate the needs of all families
- We will keep a place vacant, if this is financially viable, to accommodate an emergency admission. The waiting list will be monitored and reviewed regularly.



Owners / Managers, Miss V Stratford & Mrs J Stratford-Parker  
BA Hons in childhood Education, EYTS

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

1. Length of time on the waiting list
2. Siblings already attending the setting
3. The proximity of the home to the setting
4. The vicinity of the home to the setting

Funded places will be offered by the code of practice for nursery education funding and any local conditions in place at the time. a copy of this can be set to a parent if requested or click on the link here <https://www.lincolnshire.gov.uk/downloads/file/2694/eye-agreement-and-guidance-final-2#:~:text=The%20provider%20should%20deliver%20the,for%20optional%20services%20or%20consumables.>

5 Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Puddle Ducks in line with the Data Protection Act 1998 and Ofsted Registration requirement under The 1989 Children Act.

#### Holidays

We allow for four weeks of holiday a year where we do not charge. This only applies to the children who use our childcare facility all year round. Not just pre-school sessions, as we would like those children to take their holidays in the school holidays.

#### Payment

Fee payment is required either weekly/ monthly by cash/cheque or bank transfer to Puddle Ducks encourages prompt payment but recognises that at times some parents/carers may experience financial difficulties.

Puddle Ducks Pre-School will ensure that no child/children/families are penalised should this situation arise.

Puddle Ducks Pre-School 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 with the utmost sensitivity and consideration and in confidence. In the event of non-payment, and no explanation is given therefore payment is not paid and no contact has been made then a 10% charge will be added to the invoice.

- The Manager will liaise with the parent/carer concerned
  - A payment plan will be agreed upon if necessary
  - Where no payments continue the owner/ Manager will liaise with the parent/carer to arrange payment options
  - Where there is no resolution the child's/children's place maybe Withdrawn
- Cheques should be made payable to (Puddle Ducks)

## Illness Payment

If your child is unable to attend Puddle Ducks due to Illness then the fee will still be due.

Allowances will be made for extreme circumstances at the discretion of the manager.

## Days Off

We cannot swap days for illness or days off as we do have staff ratios to pay.

## Tax Credit

Puddle Ducks is registered with Ofsted, therefore where appropriate parents/carers can claim the child tax credit. Details are available upon request. The Childcare Vouchers

Puddle Ducks is registered with most schemes and accepts childcare vouchers.

All settings registered to accept government funding must offer funded places for Two and three to five-year-olds for the sessions specified by the local authority.

## All Funded Session as of the 1st April 2023

At Puddle Ducks, we provide funded places for children subject to availability. These places will be allocated on a first-come, first-served basis and can be booked a term in advance. Please note for admissions for the funded nursery education we have a yearly / termly intake, beginning the term following your child's second or third birthday. As of April 2024, All children from 2 years of age along with children aged 3 + years can access funded sessions from the government the term after their second or third birthday. they can now also apply for 30hrs funding from the government 15 hrs universal and 15 hrs extended.

All 15 hr funded session will be offered between the hrs of 9-3pm due to the increase of children eligible for Funded spaces these will now be the times we deliver the sessions. over 38 weeks per year.

When children access the 30 hr funding we would prefer the hrs to be taken between 9-3 but understand with flexible working this is not always possible in these circumstances we will try and be flexible When you register your child for their funded place we will discuss your needs, and as far as possible with availability and staffing arrangements, we will accommodate your wishes.

All children accessing Funding hrs in the puddle ducks room will have a charge to support the high ratio we use at Puddle Ducks. 1-4 not 1-5 ratio.

All children accessing funding hrs in our Woodland group will have a charge for Forest school sessions that also supports higher ratio of 1-6 we will not be using the 1-13 ration unless their is

a exstream circumstance i.e staff ill and we are not acessing the woodland.

### Woodland

Within Puddle Ducks, we have forest school sessions for children in their last year before starting school, this has become part of the Puddle Ducks ethos and we believe supports children's readiness for starting school. All parents of this group will be made aware of this before they accept a place with us. A cost will be applied for this to support the staff ratio we have in the woods. The children will spend all day in the woods.

We are closed bank holiday theirfor not open for funded children.

This policy has been adopted by Puddle Ducks Pre-School

Signed on behalf of the setting by:

.....Victoria Stratford .....owner

.....Jacqueline Stratford-Parker.....manager

Date:

Review Date: