

Farm Adventurers Admissions Policy

Reference: CF02a

Effective date: 1 June 2014

Page no: 1 of 4

Approved: 6 June 2016

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Farm Adventurers is a childcare provision for children aged two - five years. Our aim is to provide to the families in our community a quality outdoor service utilising the City Farm's unique environment.

When allocating places the criteria that we will use will be as follows:

- We will give priority to any child/family that has come through a referral system and is in need of the service which has been recognised by another professional from a recognised agency.
(20 points)
- Requesting 3 Farm Adventurers sessions or more per week. **Note:** All families must access a minimum of two sessions per week (10 points)
- Priority will be given if a child is a registered user and accessing sessions at our Nursery (10 points)
- If a family already has a sibling that is currently accessing any of the Children and Family Services (we will endeavour to offer a place to their other child or children) (5 points)
- We will aim to support all Windmill Hill City Farm staff in accommodating their childcare needs to allow them to continue in their work commitments on the Farm (5 points)
- It is our aim to support families in the local community who are living or working within our area of benefit (please see map) (5 points)
- Once the above criteria has been followed we will then look at the length of time that the application has been on the waiting list and the family that has been waiting the longest will then be offered a space.

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Admissions procedure:

- When a place becomes available we will contact you to advise you of the availability of sessions. If you are unavailable on your main contact number we will e-mail you to inform you of the available sessions. An offer of a place will always be confirmed by an e-mail so that there is a visible paper trail of all correspondences.
- All attempts to contact you will be recorded on your application form and if you have made no contact with us for two weeks following the messages left and/or the e-mails sent, the place will be allocated to the next family on the waiting list.

Please note:

- It is compulsory, that on the offer of a place the family becomes a member of the Farm and continues to be living or working in its area of benefit. The cost of the annual membership is published on the Farm website.
- Once you have accepted a place you will need to pay a deposit within two weeks of the written offer being made. The deposit will be the equivalent of four weeks fees of the booked/agreed sessions. When your child is due to leave this amount can be deducted from your final payment or returned to you once the account is clear. Refunds will be made by cheque or a BACS payment.
- The maximum time that we can hold an offered place for any new family joining us will be **four weeks** providing a deposit is paid to secure the place within two weeks of the written offer being made. Within this timescale if the family decides to decline the place the deposit will **not** be refundable.
- We will offer three hours of free settling in sessions; these will be split over two sessions and the parent will be expected to stay with their

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child for the first half an hour in the first session. The date of this will be agreed by the Farm Adventurers Co-ordinator and the parent/carer.

- If at any stage you require to change your agreed permanent session/s please fill in the appropriate form to make this request. One month's notice is required for any permanent changes; changes may not be granted without this notice.
- If your child is leaving us to move onto school they can stay with us until the end of August as they will continue to receive the Free Early Education Entitlement (FEEE) funding until this time. After this time our priority will be to accommodate the new intake of children starting with us. If you require sessions for your child after the end of August (for example, due to a staggered intake or late start into school) you should make a written request one month ahead of the sessions you are requesting. Where possible we will accommodate your request or offer an alternative session. Where we are unable to accommodate your child we will let you know as soon as we can to support you in making alternate childcare arrangements.
- At our setting all three and four year olds are entitled to 12 'free' hours (otherwise known as universal hours) the term following their 3rd birthday for 47.5 weeks per year. Some families will be entitled to extended hours which are also 12 hours for 47.5 weeks of the year. We expect all parents/carers who will be accessing more than one setting to pro rata both the universal and extended hours fairly across the settings that they use. This will allow the settings to receive an equal share of funding to cover your childcare costs. Please see 3 & 4 year funding information for further guidance.

Please Note:

- If we are able to accommodate you and your child in accessing sessions to support the staggered school intake you **will not** receive the FEEE funding as this will be allocated to the school that your child will be attending, therefore you will be required to pay the current session rates in full.

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The Data Protection Act 1998: (to be superseded by the General Data Protection Regulation from May 2018) puts in place safeguards regarding the use of personal data by organisations. The Act gives rights to those about whom data is held. This includes the right to know the types of data being held, why it is being held, and to whom it may be communicated. Please refer to our Data Protection and Information Management Policy for further detail.

Where possible we will aim to be as flexible as possible taking into consideration all individual child/family needs. Please remember that we can only meet your childcare needs if there are sessions available. This policy works in partnership with the Equality, Diversity & Inclusion Policy and the Special Educational Needs Policy.

This policy is reviewed annually or as and when required therefore can change at any time.

Windmill Hill City Farm Area of Benefit

This map can also be viewed online: <http://tinyurl.com/nyownur>

