



Little Otters – Admissions, Attendance and Payment Policy

It is the aim of Little Otters Play Group to provide high quality pre-school education and to help children settle into Class 1 of Slimbridge Primary School as easily as possible.

It is the intention of Little Otters Play Group 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 Little Otters is widely known in local communities. Advertising notices will be placed in accessible areas.
- We will describe practices in terms which make it clear that all sections of the community are welcomed.
- We will ensure that Little Otters enables children and/or parents with additional needs to take part in all the activities of the setting.
- We will ensure that information about our setting is accessible in written form to all. Where necessary we will try to provide information in spoken form, Braille, in more than one language, through signing or an interpreter.
- Children will be admitted from the start of the term in which they are three.

Places at Little Otters

Places will be offered to children who are rising 3s using the following criteria:

1. Children likely (in line with LA School Admission criteria) to start Slimbridge School in the next academic year
2. Siblings and stepsiblings of children already attending Slimbridge School and who are living with that pupil
3. Children of staff working at School/Little Otters
4. Other children ie. EYE places will be offered in accordance with the Code of Practice for Local Authorities on the Delivery of Free Early Years Provision for 3 & 4 year olds (September 2010).

Allocation of sessions

We will work with parents to allocate suitable sessions to Little Otters children. Our principles for the allocation of session places, is to ensure the best pre-school provision for all Little Otters:

1. Places will be allocated on a first come first served basis.
2. 5 sessions will be given as a priority to children starting school the following year.
3. Additional sessions (over 5) can be made available once all children have been allocated their preferred sessions up to a maximum of 5, as far as is practicable and reasonable.
4. Children under 3 in their first term will not be accepted for full days unless in exceptional circumstances.
5. Once children receive NEF our policy is that they should attend a minimum of 2 sessions per week.

Non-attendance

If a child is unwell or unable to attend Playgroup parents should ring the school office by 9.15am (on 01453 890216). If children do not attend their allocated sessions on a regular basis the parent/carer will be called into school for a meeting to discuss the situation. Following this meeting, if children still do not attend sessions these will be withdrawn and offered to other children.

Fees

For children not yet receiving Nursery Education Funding, sessions are charged at the advertised rate. Fees are payable termly in advance via Parent pay. Funding is available from the term after the child reaches 3 years of age, however, there is funding available for children some 2 year olds, please enquire with staff.

1. Little Otters encourages prompt payment but recognises that at times some parents/carers may experience financial difficulties. Little Otters will ensure that no child/children/families are penalised should this situation arise. Little Otters will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/children to continue to attend.
2. If the payment plan is not honoured attendance will be suspended until a resolution is found. Any sessions which must be paid for by parents will be paid for in advance. In the event of non-payment places will be allocated elsewhere.

Updated Jan 2020