



### **Wildlings Admissions Policy**

Any child aged over 2 years can be admitted into Wildlings at any time in the year. Our waiting lists are always open and due to demand for places we recommend that children join the waiting lists as early as possible to avoid disappointment. Parents must complete an Expression of Interest form in order to join our waiting lists.

Our main intake of children is in September each year. Beyond this, places become less likely for the same academic year, it is strongly advised that should you wish your child to begin at Wildlings within an academic year that you register them for a September start. Places for September will be allocated early in the summer term of the same year.

Places are limited, and we will offer places via email as they become available. When allocating places, the following factors are taken into consideration: start date, age of child, days requested, date of joining waiting list. It is important to note that as a charity it is imperative that we operate at maximum capacity throughout the year, and as such we reserve the right to make any suitable offers necessary to remain at capacity at any time. We also reserve the right to change or withdraw any offer of a place at any time. If a child is offered a place then parents must confirm acceptance by the date stipulated by us. Otherwise we reserve the right to offer the place to the next eligible family. Once the place has been accepted we must receive the completed registration forms and full payment for the registration fee within one week, otherwise the place is not secured and the offer may be withdrawn. We will endeavour to inform parents of an offer by email at least 4 weeks before admission.

Children must attend a minimum of 2 sessions per week. This is because we find that many children find it more difficult to settle when they attend less regularly. Our available session times are 9-12, 12-3 or 9-3 for hall sessions and 9-3 for woods sessions. Breakfast club is available everyday from 8am and after hours sessions are available until 4pm or 5pm subject to demand. Wraparound care must be booked in advance.

We accept 2 year old funding and the 15 hour universal funded offer for 3/4 year olds and the extended 30 hour funded offer for 3/4 year olds. There is an additional fee for our woods sessions, to cover the additional costs of providing this service, such as our higher staffing ratio. Unfortunately, the government funding we receive does not cover the cost of our hall sessions. We therefore request that all families who are able to do so pay a voluntary contribution to ensure we cover our costs. Although this is voluntary, without it we would be operating at a loss and the future of Wildlings would be jeopardised. We are incredibly grateful to our families for this support. We would never want our fees to be a barrier to children attending our setting and so if a family experiences financial difficulties we ask that they approach our manager in confidence so that we can come to an agreement to support the family. Please see our current fees for up to date prices.

Our registration fee is **£35.00** and is due on acceptance of the place within one week. The registration fee is non refundable. Fees are payable monthly, in advance. Payment is due by the 4th of each month. Fees due will vary each month as they are based on attendance and are not annualised. No child may start Wildlings before payment of their first months fees have been received. Late payment may mean that the offer of a place is withdrawn. A late fee of £5 per week is also applicable on an ongoing basis.

Before a child is allocated a place in one of our woods sessions, we will meet with the child and family to assess their readiness for the woods environment.

A child must be able to:

- walk sufficiently so that they can remain physically active in colder weather and deal with uneven surfaces
- follow adult direction and boundaries in order to remain safe
- respond to safety instructions and follow safety rules

Where a child has SEN we will make reasonable adjustments in order for them to access this environment and will apply for Early Years Inclusion Funding to support this.

When it is felt the child is not yet ready for the woods environment, an alternative place may be offered in our hall setting so that we can work with the child to develop the skills required to access the woods. Their name will be placed back on the woods waiting list and a place offered when one becomes available once the child is “woods ready”.

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