



## Admissions Policy

Wildlings is committed to operating in accordance with the Early Years Foundation Stage (EYFS) Statutory Framework, the Equality Act 2010, and the SEND Code of Practice (2015). We provide inclusive early years education and care for children from the age of two years until five years old. Our main intake of children takes place each September however, children may start at any point during the academic year, subject to availability. Places for September are typically allocated during the spring term of the same year. While places may become available at other times, availability within the same academic year cannot be guaranteed.

### Commitment to Inclusion & Equal Opportunities

Wildlings is committed to inclusive practice and equal opportunities in line with the Equality Act 2010 and EYFS requirements (3.67–3.68). We do not discriminate on the grounds of disability, race, religion or belief, gender, or family circumstances.

We will make reasonable adjustments to ensure that children with Special Educational Needs and Disabilities (SEND) are not disadvantaged and can access our provision. Where appropriate, we will work in partnership with parents and external agencies and may apply for Early Years Inclusion Funding to support individual needs.

Admissions decisions are made fairly, transparently, and in the best interests of children and the Wildlings community. We do not limit the number of funded places available at our setting.

### Minimum Attendance

Regular attendance supports children's emotional wellbeing, continuity of learning, secure attachments and successful settling into life at Wildlings. We therefore ask that children attend a minimum of **two full days per week, or four sessions per week**, without exception. Consistent attendance on a regular basis is expected of all children unless exceptional circumstances apply. 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 if funded hours are being used, or may be booked ad hoc if privately paid (subject to availability).

**One full term's notice** is required to amend or cancel a child's place with us unless we are able to allocate the place to another family .

### Waiting list

Due to high demand for places, our waiting lists remain open throughout the year and families can place their child's name on our list at any time. We strongly recommend that families register their interest as early as possible by completing an Expression of Interest Form. There is no fee for securing a place on the waiting list however **a place on the list is not a guarantee of a place**. We do our absolute best to offer the child a place within 12–24

months where possible. If a place is declined or if families do not respond to communication requesting confirmation of interest, we reserve the right to remove them from the list.

We aim to provide at least four weeks' notice before admission, although this may occasionally be shorter. Places are offered via email as they become available. If a place is offered, parents **must confirm acceptance by the stated deadline**. If confirmation is not received, we reserve the right to offer the place to another family. **Once a place has been accepted, completed registration forms and full payment of the registration fee must be received within two days, otherwise the place is not secured, and the offer may be withdrawn.**

If a place is offered and declined by the family for any reason, they will not automatically retain their waiting list position unless they specifically advise that they would like to remain on the list via email.

## Allocation of Places

Places are limited and all waiting list offers are subject to availability. As a registered charity, it is imperative that Wildlings operates at maximum capacity throughout the year to remain financially sustainable. We therefore reserve the right to:

- Allocate places in a way that supports operational viability
- Make offers outside of standard allocation criteria where necessary
- Amend or withdraw an offer of a place prior to enrolment being fully completed

When allocating places, we consider the following factors:

- Intended start date
- Age compatibility with available spaces (We reserve a limited number of places for eligible 2-year-olds accessing government funded places, in accordance with local authority criteria.)
- Whether the child is currently enrolled with Wildlings and is wishing to increase or change attendance days.
- Whether the child has a sibling (including children living as siblings within the same household) already attending Wildlings.
- Days requested and number of days
- Date of joining the waiting list

## Additional Fees

Woods sessions incur an additional charge due to the enhanced staffing ratios and specialist provision.

Unfortunately, the government funding we receive is not meant to cover all costs associated with quality early years provision. As a charity, we request a voluntary contribution from families who are able to do so, in order to support the sustainability of the setting. **This contribution is voluntary and will not affect a child's access to a funded place**, however without it we would be operating at a loss and the unique provision that Wildlings offers would be jeopardised.

We are incredibly grateful to our families for this support but we would never want our fees to be a barrier to children attending our setting. If a family is unable to pay the contribution or 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 amounts.*

Please refer to our current Fees Schedule for up-to-date pricing. 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.

For more information on government funding please see the following article: [The Hidden Costs of Childcare: What Government Funding Doesn't Cover - Free Childcare UK](#)

Our registration fee is **£35.00** and is due on acceptance of the place. This is non refundable.

## Woods Readiness

Before allocating a place in our woods provision, we will meet with the child and family to assure that they are ready to access our outdoor learning environment.

Children attending woods sessions must be able to:

- Walk confidently and remain physically active in colder weather
- Manage uneven ground safely
- Listen to adult direction and follow our agreed boundaries
- Respond to safety instructions

Where a child has Special Educational Needs or Disabilities (SEND), we will make reasonable adjustments to support access. This includes applying for Early Years Inclusion Funding where appropriate to provide additional support. If a child is not yet ready, a hall place will be offered and their name retained on the woods waiting list until they are ready or appropriate funding/support is secured.

## Frequently asked questions

### Can I swap my child's days?

Requests will be considered subject to availability. Please email your request to [Wildlings.derbyshire@gmail.com](mailto:Wildlings.derbyshire@gmail.com).

### Do you take Government funding?

Funded places are offered in accordance with local authority guidance and EYFS requirements. Wildlings accepts:

- 2-year-old funded places (subject to eligibility criteria)
- Universal 15 hours funding for 3 and 4 year olds
- Extended 30 hours funding for eligible 3 and 4 year olds

### **Can I request additional ad hoc days for my child?**

Yes. Please email [wildlings.derbyshire@gmail.com](mailto:wildlings.derbyshire@gmail.com) with your request. If we have availability, then we will confirm via email and add the additional cost to your next invoice. We cannot guarantee we will be able to accommodate your request.

### **Is there a notice period?**

Once you have accepted a place for your child, then you will be subject to our terms of notice which are outlined in our Terms and conditions. **We ask for one terms notice should you wish to amend or cancel your child's place.**

## **Information for Parents**

In line with EYFS 3.74–3.76, parents are provided with clear information about:

- Fees and funding
- Session times
- Admissions arrangements
- Notice periods (outlined in our Terms & Conditions)

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