



Wildlings Admissions Policy

A child aged over the age of 2 can be admitted into Wildlings at any time in the year. The following exceptions apply:

- No child aged under 3 years can be admitted in the winter months of December, January and February for outdoor sessions. This is due to children needing time to adapt to a fully outdoors environment, to become used to the demands of the different weathers and challenging terrain before extreme weather makes this more challenging.

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 physical 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".

There is no minimum requirement for the number of sessions attended. However, we do find that children settle best when they are attending more regularly. From September 2022, all woods sessions will be for full days only. Therefore, 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 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 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 before the February half term of the same year.

Places are limited, and we will offer places via email based on our criteria below. However, 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. This includes offers made outside of our normal admissions criteria. 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.

Our registration fee is **£35.00** and is due on acceptance of the place within one week. The registration fee is non refundable, except for children using only their funded hours, in which case this will be refunded within two weeks of commencing a place. The first half terms fees for your child's place are due within 2 weeks upon receipt of an invoice. Failure to pay within these two weeks may mean that the place is withdrawn, a late fee of £5 per week is also applicable.

Due to high demand for places, parents wishing their child to attend our setting must first join the relevant waiting list. **There are two different waiting lists in operation:**

1. **Internal waiting list-** this is our internal waiting list for currently enrolled Wildlings families only and accommodates all those who fall under categories A, B and C below. There is no charge to join our internal waiting list. We do not guarantee places and if families do not accept the place when offered, we reserve the right to move onto the next family. Our internal waiting list is managed according to the days requested, the age of the child and the number of days, then by date of joining. When you join the list you will be asked for which days you would like. If we cannot offer these days we will not automatically offer other days unless you have told us that you are fully flexible with the days you would like.
2. **External waiting list-** This is our main waiting list and we aim to be able to offer a place within 24 months from date of joining, wherever possible. New families signing up to the list will be charged an upfront fee of £5. This is to ensure that only families who are really wanting a place sign up, and to help us ensure that when we come to offer a place that the family will accept.
 - If you do not accept a place when offered, you will not be refunded the fee and we reserve the right to remove you from the waiting list
 - If we are unable to offer a place within 24 months of joining our waiting list then we will refund the £5 charge

- If you request to be removed from the waiting list for any reason and have been on the list for less than 24 months, no refund will be given
- If we contact you to ask for an update on preferences for a place or to reconfirm your interest and we do not hear back from you by the date indicated we reserve the right to remove you from the waiting list

Normal Admissions Criteria (in order of priority)

Category A

- Any child in receipt of 2 year funding, in accordance with the criteria set by the local authority. Please note this does not relate to children in receipt of the government funded hours after their third birthday
- Looked After Children (LAC) or those who have previously been looked after by the state but are now adopted, or are subject to a Special Guardianship Order or a Child Arrangements or Residence Order
- Children with parents in the Armed Forces

Category B

- A child who is currently enrolled with us and would like to increase the number of sessions of attendance or change their days of attendance

Category C

- A child who at the time of application has a brother or sister (including children living as siblings within the same family unit) attending Wildlings

Category D

All remaining places will be allocated as they become available to families on the waiting list in the following order:

1. First by start date
2. By the age of the child that we have a corresponding place for
3. By days requested
4. Then by order of the date that the waiting list was joined

Created October 2020

Reviewed and amended September 2021

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