

## Milkshake Montessori Admissions Policy

It is the intention of Milkshake Montessori to make our provision accessible and families from all sections of the community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

### Procedures

- We will ensure that the existence of Milkshake Montessori is widely known in the local communities.
- We will describe practices in terms which make it clear that all sections of the community are welcome
- We ensure that the description of the setting and its practices demonstrates how the setting enables children and/or parents with additional needs to take part in the activity of the setting.
- We will ensure that information about the setting is accessible in written form to all through the website if possible in more than one language, through signing or an interpreter. The Richmond Early Years Team will be our first point of access should the services be required.
- Children from the age of 6 months will be admitted in accordance with Ofsted Registration.
- We will endeavour to be flexible where possible regarding attendance to accommodate the needs of all families. The school is moving away from a day care setting towards being a school and changes in attendance patterns may have to be altered to accommodate this.
- We will keep a place vacant, if this is financially viable to accommodate an emergency admission to Milkshake Montessori

The waiting list will be monitored and reviewed regularly.

The following factors will be taken into consideration in allocating places:

- The amount of sessions a child is booking
- The age of the child
- Length of time on the waiting list
- Siblings already attending the setting
- The vicinity of the home to the setting

Early Years Entitlement places will be offered in accordance with the Code of Practise for Richmond Local Authority on Delivery of Free Early Years Provision for 3 and 4 year olds (September 2010) and will introduce entitlement place for the 2 year olds in 2012.

To confirm places- a deposit and fully filled in registration forms adhering to terms and conditions and polices at the school must be filled in.

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Milkshake Montessori in line with Data Protection Act 1998 and Ofsted Registered requirement under The 1989 Children Act.

### Payment

Fee payment is required on the first of the month in advance by cash, cheque or bank transfer.

Milkshake encourages prompt payment but recognises that at times some parents/ carers may experience financial difficulties. Milkshake will ensure that no child/

children/families are penalised should this situation arise. Milkshake endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/ children to continue to attend. All financial matters will be dealt with the utmost sensitivity and consideration and in confidence.

In the event of non-payment:

- The manager/owner will liaise with the parent/carer concerned.
- A payment plan will be agreed if necessary.
- Where unmet payments continue the owner will liaise with parent/carer to arrange payment options.
- Milkshake will not tolerate abuse from parents' emails when trying to settle accounts amicably and any such behaviour towards Milkshake staff will result in the child's place being cancelled with immediate effect.
- Where there is no resolution in the unmet/late the child's/children's place may be withdrawn with immediate effect and unpaid fees past on to a debt collection agency working on behalf of Milkshake Montessori. All additional financial costs resulting from this will be past onto the parent/carer. Cheques should be made payable to Milkshake Montessori School Ltd.

#### Tax Credit

Milkshake Montessori is registered with Ofsted, therefore when appropriate parents/carers are able to claim tax credit. Details are available upon request or from local citizen's advice bureau.

#### Childcare Vouchers

Milkshake Montessori accepts childcare vouchers.