

The Hollies Childcare Facility Admissions Policy

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Revision History

Issue/Draft	Date	Comments/Reason for Change
Draft A	10 th March 2018	Initial release for comment
Issue 1	1 st April 2018	Comments received from Management Committee
Issue 2	1 st April 2019	Annual Document Review
Issue 3	1 st April 2020	Annual Document Review
Issue 4	29 th April 2021	Annual Document Review
Issue 5	2 nd November 2021	Amendment to include change of name of setting and Registered Charity Number
Issue 6	26 th September 2022	Annual Document Review
Issue 7	18 th September 2023	Annual Document Review
Issue 8	10 th September 2024	Annual Document Review
Issue 9	12 th September 2025	Annual Document Review

Glossary

Term	Definition
The Hollies	Refers to The Hollies Childcare Facility

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Admissions Policy

The Hollies Childcare Facility is open to any child aged pre-school to 11 years attending Gwauncelyn Primary School. The parent / carer must complete and sign the child registration form and parent contract confirming that they have read and understood the policies and procedures outlined in the parent/carers handbook and agree to abide by the terms and conditions of The Hollies prior to the child attending. Parents/carers must inform The Hollies of any changes to the information provided.

In the event of a child's absence from The Hollies all fees are still payable.

Parent/carers must give one month's notice in writing to the management committee when they wish to terminate or change their contract with The Hollies.

All children and adults are treated with equal concern and respect. No child will be discriminated against on the grounds of race, colour, ethnic or national origin, religious beliefs, disability or in any other matter to do with The Hollies.

In order to ensure fairness in the allocation of places, the following criteria will be taken into consideration:

- While available places exist these will be allocated on a first come – first offer basis on applications prior to the 1st July.

Applications can be made in advance, by completing and submitting the Parent Handbook and Registration document, in addition to the Parent Contract. Paperwork can be collected from The Manager or Senior Leader.

If The Hollies Childcare Facility is over-subscribed a waiting list will be kept and administered by the Senior Leader.

The management committee reserves the right to refuse admission to, or terminate a contract with the parents of any child:

- a) Whose behaviour is, in our opinion, not in the best interest of the other children's health and safety. However, this course of action would only be implemented once our agreed procedures for addressing unacceptable behaviour have been exhausted.
- b) If parents / carers fail to make appropriate payment for their child in accordance with the Parent Contract.