



## Admissions Policy

***Aim of the Policy*** - The Kids Allowed Admissions Policy is in place to ensure parents and team members understand the process for the allocation of places within the Centres.

Kids Allowed offer full and part time childcare provision and will where possible, accommodate parental requests for additional sessions and one off placements. Kids Allowed Centres aim to respond to the needs of both parent and child and will be as flexible and as responsive as possible.

Each Centre is registered to care for children by Ofsted, under the Early Years Welfare Requirements.

- Places will be offered on availability basis, reflecting the sessions required and the age of the child.
- If we are unable to meet your request for the sessions required alternative sessions will be offered if available.
- If the alternatives offered are not suitable, you will be given the option of joining the waiting list. If a parent chooses to join the waiting list, we retain the full registration fee, however a parent can choose to come off the waiting list at any time and when they do the registration fee is refunded in full. (No registration fee is taken for a funded only place).
- The waiting list is reviewed on regular basis and places will be allocated as soon as a suitable vacancy arises.
- Children who have a sibling already attending a Kids Allowed Centre will be given priority.
- A small number of places will be allocated to the children of team members. This is subject to a maximum number and also availability.
- Kids Allowed is an Equal Opportunities provider which is reflected in our Admissions Policy.
- Sessions are allocated in the following priority order –
  1. Siblings of a current child
  2. Extra sessions for a current child
  3. Full time places
  4. Siblings of a previous customer
  5. Part time places