



Admissions Policy

Statement of intent

Making Memories welcomes children and their families from all areas of the community without prejudice or stereotype.

We aim to make our setting accessible to those who wish to use it and will maintain open, fair and clearly communicated procedures with regard to admissions and enrolment of children.

Making Memories will be widely advertised in places which are accessible to all sections of the community.

We operate our waiting list on a first come first served system, based upon the date on which the parent enrolls their child (not the date on which they make their first enquiry).

If the sessions you require are already available .

If we don't have the sessions you require then you will be added to the waiting list until the sessions times are available.

We may also take into account whether the child has a sibling already attending Making Memories for continuity of care

Ratios - EYFS requirement

We comply with the requirements of the Early Years statutory Framework for Childminders (2024) and stay within statutory ratios at all times. This allows us to care for no more than 6 children under 8 years old. Children over 8 years old are not counted in our ratios.

Admissions criteria

- Making Memories is open to every family in the community
- Children are welcomed regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or language. We may discuss with the child's parents in certain circumstances as to whether our setting is likely to be the best place for the child to be able to grow and develop but we will not withhold a place based on this.
- We are flexible about attendance patterns and where possible will accommodate the needs of individual children and families.
- Parents must complete and enrolment form and sign the terms and conditions. They must pay a non refundable registration fee of £100.



- The space and start date will be confirmed in writing.

Settling in sessions

We offer settling in sessions before your child starts. This allows us to get to know your child, their routine, likes and dislikes and gives us opportunity to discuss how we will meet their needs.

Usually we will do 2 sessions. The first will be for around an hour with the parent and we complete an all about me form together, the second will be for a few hours where the parents drops off the child then collects at the agreed time.

The settling in sessions can be flexible and we can arrange more if we feel your child needs more time to get used to the environment.

Funded provision

We are able to deliver 15 / 30 hours Government funded entitlement for 2, 3 and 4 year olds. Children can attend at various times during the week when we have spaces. We aim to ensure funded children can take part in our full curriculum in a sustainable and inclusive way. Please see our **Funding Policy** for more information.

Please go to : <https://www.childcarechoices.gov.uk>. To check for eligibility for help towards childcare costs.

Childcare Vouchers & Tax-Free Childcare

We are happy to accept both childcare vouchers and tax-free childcare for payment of all or part of invoices. It is the parent's responsibility to inform us if they wish to do this.

Policy adopted by Making Memories

Date: August 2018

Reviewed: April 2020, August 2021, January 2024 January 2025