

Admissions Policy

The Ark will comply with its obligations under the Equality Act 2010. We aim to make the facilities accessible to all families from the local community.

- We will welcome children, fathers and mothers, other relatives, other carers and people from ethnic, religious and social groups, regardless of sexual orientation, with or without disabilities.
- We place notices advertising the group where all sections of the community can see them.
- Demand for places is always high and therefore it may not be possible for us to fit your child into sessions that you require straight away. Within each of the categories of places, we operate an allocation policy in order of application. However, we will give preference to those who need full-time places, children currently attending and their siblings, and children of staff.
- We do not take bookings more than nine months in advance of commencement, unless there is no availability until later.
- In order to accommodate emergency admissions we will endeavour to keep a place vacant, if this is financially viable.
- A deposit of 50% of four weeks' fees is required on receipt of a firm booking. This will be returned when the child leaves The Ark. However, if commencement is postponed, a retainer of 50% of fees will be charged, and if commencement is postponed for more than four weeks the deposit will not be refunded. **The deposit is non-refundable if you do not take up the place you have booked.** Discretion may be used in regard to the retainer fee in exceptional cases.
- Bookings for children in the Baby Room are year round, but bookings for the Toddler and Pre-school Rooms may be term-time only.
- To aid the settling of all children we recommend that at least two days per week are booked to enable continuity of care.