



ACE Centre Ltd

Admissions policy

Adopted by ACE Centre Ltd Trustees on 28/10/2025

Date to be reviewed: November 2026

Signed:

Sally Purssell (Chair of Trustees)

Grace Mortimer and Sophie Keenan (Manager of ACE Centre Ltd)

1. ACE Centre Ltd welcomes children between the ages of 3 months and 5 years. Children may be registered for Ace Centre Ltd at any time by completing a booking form, available from the ACE Centre reception. For year round places we require a deposit of £20. Application does not guarantee a place and the deposit will be refunded if a place is not found within two months of your child's desired start date. If you choose to take your name off the list before four months has expired you will lose your right to a refund.

2. ACE Centre Ltd operates a **term time only provision** and a **year-round provision**, open Monday to Friday for 51 weeks of the year, and. ACE Centre Ltd year round provision is closed on all bank holidays, over the Christmas week and for three staff training days each year. Fees are paid a month in advance.

Term time only sessions start at 8.00am or 9.00am and finish at 12.00, 1.00, 3.00, 4.15 or 6.00

Year round sessions start at 8.00am and finish at 1.00 or 6.00pm (we can also offer afternoons from 1-6pm)

3. Availability of places is based on staff/child ratios in accordance with current statutory guidance:

3months – 2years 1 member of staff to 3 children

2years – 3years 1 member of staff to 5 children

3years – 5years 1 member of staff to 8 children

When more applications are received than there are places available, the following criteria for allocating places will be applied:

1. Children who already attend ACE Centre Ltd.
2. Siblings of children who already attend ACE Centre Ltd.
3. In order of application.

(Looked after children and children with social care involvement may be prioritised.)

4. Funding

We can accept government funding for children from the term after they turn nine months to five years old (see government website for more information). The funding is stretched in the case of year round children. Funding can also be shared with another setting / childminder.

5. ACE Centre Ltd charity relies on money accumulated by fees to remain sustainable. Therefore any family who have had a previous debt with the ACE Centre Charity services may challenge the charity's financial viability. This also includes the time taken by admin staff to chase the debt. When a family then registers to use the paid services of the charity again it will need to be reviewed by the trustee's case by case.

6. Applicants wishing to appeal regarding any decision made under this policy should apply in writing to the ACE Centre Ltd Trustees.

This policy was reviewed and agreed on 28/10/2025
Sally Purssell
Chair of trustees