

f. Admissions Policy

Our Aims:

- To ensure that there is a fair procedure in place for offering places.
- To ensure families have clear information regarding the admissions process.

Policy

This Nursery is open to any child aged: 6 months to 5 years.

No child, individual or family will be unlawfully discriminated against on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy & maternity, race, religion or belief, sex or sexual orientation.

This Nursery allocates places on a first-come, first-served basis, considering room and staff ratio availability. When full, a waiting list is operated and priorities for places will be:

- Children already attending the Nursery and requiring additional hours.
- Siblings of children already attending.
- Children of working or training parents.
- Social Care referrals.

Parents or carers must have read and accepted our Terms & Conditions, before completing all available 'Registration' details for their child on Family, including all contact and medical details.

If additional support is required for a child to attend the Nursery, for example a support worker or if a child has Special Educational Needs or Disability (including the administration of medication), we will work with the parents or carers and other relevant professionals prior to admission to accommodate individual needs.

Opening Times & Closures

Nursery Village will only charge for booked sessions, when your nursery is open, in line with our Terms & Conditions.

We are generally closed for the Christmas period from December 24th to January 1st inclusive, for which no charge will be made. Nursery Village will normally be open for all Bank Holidays outside this period, with a charge applying where a booking covers a Bank Holiday period.

We are normally open:

- 8am to 6pm with a flexible hour for drop off until 9am and from 5pm for pickup.
- 7.30am and 6.30pm extended sessions are available for an additional charge.

We normally ask that parents adhere to these drop off and pick up times, in order to preserve the routine of all children attending nursery, where specific alternative times have not been agreed.

Accepting children to stay on who are of statutory school age

Families may request that their child stay on at the Nursery if they have not been given a place at their chosen school or if they have chosen to defer their child's place for a year if they are summer born (i.e. between 1st April and 31st August).

Nursery Village does not generally accept children who are of school age, though in some instances this can be achieved, depending on availability.

Please remember that your child could potentially be going straight into year one after staying an additional year with Nursery Village.

Each request will be assessed by the Nursery management team on a case by case basis and in particular for children with Special Educational Needs & Disabilities (SEND).

Free Hours Admissions

15 Hours Free Childcare - Qualifying two year olds and every child from the term after their third birthday are entitled to up to 570 hours free Nursery provision a year until the term before they start school. These sessions are funded by the Local Authority and are known as the '**Free Universal Entitlement**'.

Nursery Village are not currently registered to provide care for Qualifying two year olds.

All 3 & 4 years olds in England are currently eligible for the universal offer of free, funded early years provision, commencing the term after their 3rd birthday for:

As Nursery Village operates an All Year provision, the Free Entitlement is delivered in this format: **12 hours per week for 47.5 weeks of the year.**

30 Hours Free Childcare - In addition, working parents or carers of 3 and 4 year olds who meet the qualifying criteria are eligible for an additional 570 hours (1,140 in total) free Nursery provision a year until they start school. These sessions are also funded by the Local Authority and are known as the '**Free Extended Entitlement**'.

Parental eligibility for the additional 15 hours of free childcare will be decided by HMRC. Parents will need to complete a (joint) on-line application to establish their eligibility by visiting www.childcarechoices.gov.uk and obtaining an 11 digit code. The code has a validity period of approximately 3 months and must be renewed (through HMRC).

The code must be presented to the Nursery prior to the offer of extended entitlement being taken up. Parents or carers are required to renew their eligibility code with HMRC every three months. If a parent or carer becomes ineligible or fails to renew their HMRC code, the extended 15 hours Free childcare will be withdrawn, subject to our Terms & Conditions

If a 30 hours code is not renewed, there is a short 'Grace period' which enables parents to retain their extended entitlement for a short period. The Local Authority's systems will inform the Nursery of the grace period for a child if the parent becomes ineligible.

Nursery Village is open for 50 hours per week and offers the following session choices:

- 8am – 6pm (All Day) with flexible drop off until 9am and pick up from 5pm.
- 8am – 1pm (AM Session)
- 1pm – 6pm (PM Session)

A 9am – 5pm session with a 9am – 1pm session will provide 12 hours Free entitlement and attract a Daily lunch fee.

Using three 1pm – 5pm sessions will provide 12 hours Free entitlement without a Daily lunch fee.

Entitlement to Free hours will be spread across the whole year (including term time (referred to as All Year Round Provision) or just during the school term time (referred to as Term Time Only Provision). Please note that the term dates are not required to be the same as the Local Authority's school term dates due to the variation in school dates from school to school. We do not normally provide Term Time Only provision.

Parents may access a maximum of 10 Free hours per day which must coincide with our session times. This can be reduced to 8 hours per day within our flexible start and finish policy, to allow a 12 hour combination for Free Entitlement.

Please note that we are unable to hold the extended 12 hours should you become eligible at a later date, as we will reallocate spaces if we have a waiting list. Parents may chose to attend only for their 12 Free Entitlement, or to pay for the additional hours at our normal rate.

Nursery Village may restrict the number of free 24 hour places we offer.

Trips and additional excursions are not included in the cost of nursery provision, therefore may require a contribution from parents in order for children to participate. Parents will be given advance notice of such trips, which will always remain optional.

Nursery Village is also registered to receive payment through the Government Tax Free Childcare system and with most Childcare Voucher providers.

Procedures

When a child reaches the age of 2, the Nursery will endeavour to transition them to the 'toddler room' and subsequently to the 'preschool room' if there is space available. Please be mindful that whilst all efforts will be made to keep their existing attendance patterns, it may not be possible in every instance.

Notice periods for the Universal Free Entitlement and the extended 12 hours free childcare:

- if your child is moving to another Nursery, notice needs to be provided within the term preceding the term that your child is due to start elsewhere. This is in line with the Local Authority's agreement for the provision of the funding.
- This does not apply to Eligible 2 years olds, should we offer this provision.

Notice periods for fee paying places:

- 1 months notice must be given if you decide to leave our Nursery. Any booked sessions within one months notice period will be chargeable.

Fee Paying places 1st payment will be taken one month before your start date in order to hold your place, then monthly in advance for each month after.

Whether your child's place is funded or fee paying, full responsibility for the cost of any childcare provision and any notice period or charges, remains with the parent or carer in accordance with our Terms & Conditions.

Free Hours are for 'childcare time' only and additional charges for our Free hours are:

- Food and Consumables - Lunch, snacks and consumables: £5 Daily charge
- A session combination can be selected so lunch is not required.

For Health & Safety reasons we cannot allow food not provided by Nursery Village to be brought in by parents, unless under special circumstances, pre-planned and arranged with a member of our team. Whilst our staff are trained to at least Food Hygiene Level 2 standard, food prepared at home, cannot be assured as free from certain ingredients or allergens, which may pose a risk to some children in our care.

Parents are restricted in their choices and must either utilise the lunch provided or take up sessions for just the afternoon session.

To enable you to continue accessing your child's place at this Nursery you will need to ensure that all outstanding fees are settled in full in accordance with our Terms & Conditions.

Registration

In order to register your child with Nursery Village you will need:

- Proof of your child's date of birth
- Proof of postcode address

Accepted forms of identification include:

- Birth certificate
- UK Passport

Nursery Village must be notified immediately if there is any change of address, contact details and health information.

Once a Nursery place has been confirmed, an email invitation to complete your Family Childcare login is sent, after which all essential details for the child must be completed electronically. In the case of a Free Entitlement place, an EYR1 Parent Declaration form is also required.