

## 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 and signed their Childcare Agreement, 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 24<sup>th</sup> to January 1<sup>st</sup> 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 1<sup>st</sup> April and 31<sup>st</sup> 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).

### Term Time Only

Nursery Village operate as an All Year Round Provision and do not normally accept Term Time Only places, except at our discretion in the case of Parents employed in Term Time Only employment. Evidence of Term Time Only employment may be required.

Term Time Only afternoon sessions, may also be used at our discretion and subject to availability, to facilitate full use of 15 hours Free Universal Entitlement.

**Please note:** Term Time Only 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.

Our Term Time Only dates will be the Local Authority Term Time Funded Dates.

### 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**'.

As Nursery Village operates an All Year provision, the Free Entitlement is delivered in this format: **11 hours per week for 51 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**'.

As Nursery Village operates an All Year provision, the Free Extended Entitlement is delivered in this format: **22 hours per week for 51 weeks of the year.**

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](http://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)

An 8am – 6pm session with an 8am – 1pm session will provide 15 hours Free entitlement and attract a Daily lunch fee on a Term Time Only basis.

Using three 1pm – 6pm sessions will provide 15 hours Free entitlement without a Daily lunch fee on a Term Time Only basis. Term Time Only afternoon sessions, may be used at our discretion and subject to availability, to facilitate full use of 15 hours Free Universal Entitlement.

Entitlement to Free hours will normally 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).

Parents may access a maximum of 10 Free hours per day which must coincide with our session times.

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 hours Free Entitlement, or to pay for the additional hours at our normal rate.

Nursery Village may restrict the number of free 22 hour Free Extended Entitlement 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 11 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 require payment of an Initial Childcare Fee (normally equal to 1 weeks cost of your agreed booking pattern) along with your completed Childcare Agreement in order to secure your place. Your Initial Childcare Fee is a payment on account and is used towards your first invoice, which are then due 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:

- Funded Lunch Fee, covering all meals and snacks plus activity materials and resources throughout the day - £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 just afternoon sessions, where no Lunch Fee is applied.

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 we will need to see Original copies of:

- Your Child's Birth Certificate
- Proof of postcode address
- ALL Parents Photo ID (UK Passport or Driving Licence)

**Copies of ALL initial ID for Parents and Children, must be recorded on our Famly Childcare system at registration.**

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

“Contacts” can be added to the Famly system, which can be useful if you ask a friend or another parent from the nursery to collect your child for example. Please refer to our [Arrival and Departures Policy](#).

If someone other than a Registered Parent with Photo ID recorded on Famly is required to collect your child, we will require confirmation from you of who this person will be including:

- a contact record must be completed on Famly.
- a password must be agreed by yourself for the collector to use, otherwise we will not be able to release your child.
- **Photo ID must be shown and recorded on Famly if the adult is unknown.**

Once a Nursery place has been confirmed, an email invitation to complete your Famly 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, which is normally completed electronically via our Funding Loop system.