



Admissions Policy

At Brentwood Day Nursery we care for children between the ages of two and five years. We are also registered for children up to their eighth birthday during the holidays (if they have attended prior or have a sibling who currently attends).

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

Children must attend for a minimum of 2 sessions across 2 days per week. We feel this helps with the consistency including education and access to the weekly activities, which forms part of our educational curriculum.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and availability. We operate a waiting list, and places are offered on an availability basis.

We operate an Inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Children must attend the nursery with parents prior to registration. This may be during the viewing or as a separate trial session. This allows the child to explore the environment and assess any specific arrangements a child may require. If the nursery is unable to meet the child's needs without any additional support (over and above the legal ratio requirements), we may suggest a later start date or recommend an alternative setting. We will also sign post parents to local services for support.

If, after a child has joined and completed their settling-in period, we identify that they may require more specialist support or a higher staff ratio to ensure their welfare and the safety of themselves and others, we will arrange a meeting with their parents or carers to discuss the next steps.

These next steps may include:

- Implementing a staggered attendance plan
- Seeking external professional support
- Applying for additional funding from the local Education board (please note, funding is not guaranteed) to recruit an additional staff member
- Exploring alternative settings that may be better suited to the child's individual needs

Our priority is to work collaboratively with families to find the most supportive and appropriate pathway for each child.

Government funded places for early education

All settings registered to accept government funding must offer the funded places for two/three- to five-year-olds for early learning sessions specified by the local authority. These places are limited and will be allocated on a first come, first served basis, and can be booked a term in advance

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your place request. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

The nursery accepts the 2-year working parent (FEEE2W) and disadvantaged (FEEE2) funding, 15 (FEEE 3 & 4) and the 30-hour extended (EFE) working family entitlement funding. Due to financial implications of accepting the government funding, spaces are limited and offered on a first come first served basis. It is essential that you enquire about this funding as soon as possible to avoid any disappointment.

If funded only spaces are full, we can add your child to the waiting list, alternatively, you may wish to accept a place on a split funded basis where a minimum number of hours must be accessed along with the funded hours (FEEE). This will be discussed with you prior to accepting the place.

Funding and Fee Policy for Children Accessing Funded Hours

Stretched Funding Information

Government-funded childcare is available for 38 weeks of the year and is provided as either 15 hours or 30 hours per week, depending on your eligibility.

As our setting operates all year round (51 weeks), we stretch the funding to cover the full year. This means your entitlement is spread evenly across 51 weeks, resulting in:

- 11 hours per week for those receiving the 15-hour entitlement
- 22 hours per week for those receiving the 30-hour entitlement

Please note:

- Funding is still used during bank holidays and up to three staff training days per year.
- Any hours attended over your child's funded entitlement will be charged at our current hourly rate (please ask for our fee schedule for more details).

- **Distribution of Funded Hours:**

Funded hours are divided evenly across the number of days your child is scheduled to attend each week. These hours are automatically applied at the start of each session.

- **Charges for Additional Hours:**

If your child attends more hours than are covered by their funded entitlement, the extra hours will be charged at our current hourly/session rate. Please request our fee schedule for up-to-date pricing.

- **Changes to Scheduled Days:**

Once your child's funding has been allocated to their agreed scheduled days, this cannot be adjusted if the number of days is later reduced.

Funding Entitlement and Application Information

All new parents receive a Funding Entitlement and Information document prior to their child's admission. This document provides detailed guidance on the various types of government funding available and includes links to the relevant services for checking eligibility and applying.

In addition, parents will receive the Funded Early Education Entitlement (FEEE) Guidance form from Essex County Council, along with the Parent Agreement Form (PAF). The PAF is a required document for accessing funded childcare and must be:

- Fully completed
- Returned with all relevant details
- Include the eligibility code (where applicable)

Please note: A funded space cannot be confirmed until the PAF and supporting information have been received and verified.

Please note eligibility codes for the government funding (FEEE2W and 30 hours Extended) for working parents must be re confirmed every 3 months. Parents receive notification reminders prior to the expiry date. If codes have not been reconfirmed by parents, we cannot apply for the next term funding and sessions will be fully chargeable.

Please note for the admissions of the government funded nursery education places for 3-year-olds and Extended 30 hours we have a termly intake, beginning the term following children's 2nd or 3rd birthday.

For children in receipt of the FEEE1W, we can admit them after their 2nd birthday if a space is available and an approved eligibility code has been provided.

Application

An application form must be completed and returned via by post or by email to register your interest in a place for your child/ren. This does not guarantee a place but after receipt, we will contact you by email to inform you of possible availability and invite you in to view the setting at a mutually agreed time with your child/ren.

Viewing

We require ALL new families **along with their** child/ren to view the setting before registering at our setting. This gives both parties a chance to discuss the provision and curriculum and any other important information prior to signing up. This also allows parents and the nursery team to consider if the child's needs can be fully met with the current provision and within the statutory staffing ratios. If we feel that the nursery is not able to fully meet the needs of a child, we may discuss other options such as a delayed start date or time, phased sessions or alternative childcare arrangement. We will, however, do our utmost to accommodate every child where it is in their best interest.

Deposit

Once a place has been confirmed and before the child's first settling in session, we require a deposit to secure a child's place. This excludes children accessing FEEE2 (for disadvantaged families) hours. Once children have taken up the place the deposit will be deducted from the first month's invoice.

Admission

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details (if relevant), allergies, parental consent and vaccinations etc. We also require the details from any past settings and/or current settings attended/attending to request developmental records to establish a child's current level and for us to be able to plan for their next steps. Safeguarding information from past or previous settings must also be obtained. This may be discussed with parents or an associated agency worker (if necessary) before a child starts.

Registration fee

A registration fee is charged for all new children and is added to your child's first invoice. This includes a complimentary uniform top, toothbrush, book bag, place mat, art journal and registration to the online Learning journal. Children who are attending on a funded only basis or in receipt of FEEE2 (funding for disadvantaged families), the registration fee is not charged.

Food and consumables

As the Government funding covers the education and care of the children only, we request that food and consumables (where applicable) are paid for additionally when children are attending funded hours. However, if you do not wish to pay or are unable to pay for your child's food or consumables, we will discuss alternative arrangements with you prior to admission. This may include the nursery subsidising this cost if this is financially viable. Due to allergies and dietary requirements of children and storage facilities, we deter parents from bringing packed lunches in.

Changing Sessions

If you wish to change your child's sessions, we require a minimum of one term's notice. We will do our best to accommodate your request; however, changes are subject to availability and may not be possible if they impact the financial viability of the nursery. In such cases, we may be unable to approve the change.

Fee payments

Invoices are sent out in the middle of each month. Payments are due in advance by the 1st of each month.

All payments must normally be made by direct debit or childcare vouchers. We may agree to payment by cash, this will be marked as paid on your EY account as proof of payment. No payment shall be deemed to have been made until it is cleared into our bank account. If payment fails, we may charge a reasonable administration fee (£10).

We may increase our charges once per year. We will give you written notice of any such increase at least one month before the proposed date of increase.

Without restricting any other legal right that we may have, if you fail to pay us on time, we may:

Make an interest charge of up to 1.5% per cent per month or part month on late payment. Unless otherwise notified to you in writing, interest shall accrue daily from the due date until the date of actual payment of the overdue amount, whether before or after judgment. You must pay us the interest together with the overdue amount. In addition, we will be entitled to recover from you the full amount of our administrative and other costs incurred in recovering any unpaid sum including legal costs and disbursements on an indemnity basis. For continual late payment of fees or non-payment after reminders have been given, we may have to ask you to terminate the contract permanently and relinquish their place.

If you owe us any money, and make a claim against us, we may offset what you owe us against what you are claiming from us.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>29.04.24 revised 16.06.25</i>	RL Austin	<i>16.06.26</i>