



Admissions Policy

Age Range and Admission Criteria

- We care for children aged 2 to 5 years.
- During school holidays, we may admit children up to their 8th birthday if:
 - They have previously attended the nursery, or
 - They have a sibling currently enrolled
 - Registration procedures will be followed, and relevant documentation MUST be completed before admittance
 - Holiday children will be allocated a key worker/buddy keyworker who will oversee their care and welfare during their attendance and be the point of contact for the parents/carers

Admissions are based on:

- Legal space requirements per the Early Years Foundation Stage (EYFS),
- Staff-to-child ratios, and
- Available facilities.

Children must attend a minimum of 2 sessions across 2 separate days per week to support consistent education and access to our curriculum.

Priority may be given to children requiring full-time places, depending on:

- Availability,
- Staffing,
- Parental work commitments.

If we have a waiting list, places are offered subject to availability.

Equality, Inclusion, and Individual Needs

We welcome all children regardless of gender, race, disability, religion/belief, or the sexual orientation of their parents.

Pre-Admission Visits

- Every child must attend a viewing or trial session before registering.
- This helps assess if the nursery can meet their individual needs within standard staffing ratios.

If additional support is needed, we may:

- Suggest a delayed start, or
- Recommend a more suitable setting,
- Signpost families to relevant local services.

Settling-in Sessions

Before your child starts, we offer a two-hour settling-in session. This provides an opportunity for you and your child to begin building relationships with your child's Key Person and Key Buddy. During this time, you can discuss how your child's individual needs will be met, share information about their interests, likes and dislikes, and inform us of any medical and/or dietary requirements.

Additional Needs After Admission

If a child is found to need higher support after settling in, we will arrange a meeting with parents to discuss next steps, which may include:

- Staggered attendance,
- External professional support,
- Applying for additional funding (not guaranteed),
- Alternative provision recommendations.

We aim to work collaboratively with families to provide the best support.

Government Funded Places (FEEE & EFE)

We offer funded early education places for eligible 2, 3, and 4-year-olds:

- **Working Parent Entitlement** – for eligible 2,3,4-year-olds: [eligibility](#)
- **Early Learning for 2 year olds** – for families receiving support or children meeting specific criteria: [eligibility](#)
- **FEEE3 & 4** – 15-hour universal entitlement for 3- and 4-year-olds: [15 hours childcare](#)

Key Information:

- Limited availability, offered first come, first served.
- Funded spaces can be booked one term in advance.
- Funded hours are offered in line with Government flexible arrangements, but subject to our business and staffing needs.

Stretched Funding:

As we are open 51 weeks/year, funded hours are stretched:

- 15-hour entitlement → 11.18 hours/week
- 30-hour entitlement → 22.35 hours/week

Note: Stretched funding is applied during bank holidays and up to three staff training days per year.

Funded Hours and Fees

- Funded hours are evenly spread across your child's scheduled days and allocated at the start of each session.
- Once days are set and funding allocated, they cannot be adjusted mid-term.
- Any additional hours beyond funded entitlements are chargeable.
- Following the termly Headcount Day, the allocation of Funded Hours cannot be adjusted for the remainder of that term.
- Funding cannot be transferred to another setting if a child is moved after Headcount Day.

Application for Funding:

Parents must complete:

- Funding Entitlement and Information Form
- Parent Agreement Form (PAF) with eligibility code (if applicable)

Funded places cannot be confirmed until these forms are fully completed and verified.

Reconfirmation of Eligibility Codes for 2-year and 30-hour funding is required every 3 months.

If not reconfirmed, funding will stop, and sessions will be chargeable.

Termly Intakes:

- 3-year-old funded places begin the term after the child's 3rd birthday.
- For 2-year-old funded places, we may admit children after their 2nd birthday if a space and valid eligibility code are available.

Application Process

Step 1: Submit Application

Submit the application form by post or email to express interest. This does not guarantee a place.

Step 2: Viewing

- All new families must visit the nursery with their child before registration.
- We'll discuss curriculum, policies, and assess if we can meet the child's needs.

If we're unable to meet the needs at that time, we may:

- Offer phased sessions,

- Suggest an alternative start date or setting.

Deposit & Registration

Deposit

- A deposit is required to secure a child's place (refunded on first invoice).
- **Exemptions:** Children accessing Early Learning for 2-Year-old funding.

Registration Fee

- A one-time registration fee is added to the first invoice.
- Includes a uniform top, book bag, placemat, art journal, toothbrush, and online learning journal registration.
- Not applicable for **funded-only** children or children receiving Early Learning for 2-Year-old funding.

Food and Consumables

- Government funding covers only care and education.
- Meals and consumables are offered at an additional cost during funded hours. By signing our terms and conditions, you are consenting to '*opt in*' to this provision.
- If you are unable to pay, we are happy to discuss alternative options, such as:
 - Subsidised meals
 - The possibility of providing packed lunches (please note this is generally discouraged due to allergy risks and limited storage facilities)

Changing Sessions

- To change your child's sessions, we require **one term's notice**.
- Requests are subject to availability and nursery viability.

Notice Period for Termination of Nursery Place

Parents/carers wishing to terminate their child's nursery place are required to provide one month's written notice. Full payment for the child's place will be due from the date of notification, regardless of attendance during the notice period. This ensures that the nursery can plan staffing and resources effectively while maintaining continuity of care for all children.

Invoices and Fee Payments

Invoicing

- Issued mid-month, due by the 1st of each month
- No reductions for absences or holidays

Payment Methods

- BACS
- Childcare vouchers
- Cash may be accepted with receipt via EY account

Please note: we no longer accept cheques, due to processing times.

Late Payment Policy

- Late payments incur a £10 admin fee and/or 1.5% monthly interest.
- Persistent non-payment may result in:
 - Refusal or withdrawal of the child's place,
 - Legal recovery of outstanding fees (including legal costs).

Fee Increases

- We reserve the right to increase fees once per year.
- Written notice will be given at least one month in advance.

Contact and Queries

For any questions about admissions, funding, availability, or fees, please contact us directly. Early communication helps ensure the best possible start for your child.

Signed on behalf of the nursery
<i>RL Austin</i>