

## **Fledglings Day Nursery Admissions Policy**

### **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 setting is open to any child aged: Three months to five years

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

This setting allocates places on a first-come, first-served basis. A waiting list is kept and administered by staff. Criteria for allocating places by priority are:

- children already attending the setting and requiring additional hours;
- siblings of children already attending;
- children of working/training parents;
- Social Service referrals and other referrals.

Parents/carers must have completed and signed an up-to-date registration form prior to the child attending the setting. These must be completed annually in line with our registration procedure.

Any outstanding balances must be settled by parents/carers before the registration and/or booking form can be accepted or for a child to continue accessing existing places at this setting, in accordance with our fee paying policy.

If additional support is required for a child to attend the setting, e.g. a support worker or if a child has medication needs, the setting will work with the parents/carers and other relevant professionals prior to admission and will aim to accommodate individual needs.

### **Accepting children to stay on who are school aged**

Fledglings Day Nursery does not generally accept children who are of school age. However, each request will be assessed by the staff/management team on a case by case basis – particularly for children with SEND.

### **15/30 hours admissions – Free Early Education Entitlement (FEEE)**

### **Policy**

All 3 and 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: At Fledglings Day Nursery this equates to 12 hours per week for 47.5 weeks of the year as we are an all year round provision. This means that the grant is not payable on certain days of the year when the setting is open which are notified to us by the Local Authority and then to parents/carers. It should be noted that fees MUST be paid for the days on which the grant is not payable when the setting is open, and your child would normally attend. Please note that you cannot withdraw your child for the days on which the grant is not paid, this is because the setting still has to meet its running and staffing costs. We accept grant funded children on the basis that parents and carers understand that they MUST pay the fees for the non-funded days during the year and that invoices will be issued at the appropriate time.

All 3 and 4 year olds from eligible working families are entitled to an additional 12 hours per week for 47.5 weeks (all year round). As above fees are payable on the days on which the grant is not paid.

Parental eligibility for the additional 12 hours of free childcare will be decided by HMRC. Parents will need to complete a (joint) on-line application to establish their eligibility. See link to Online Childcare Calculator below.

This setting is open for 50 hours per week and offers the following session choices:

Morning:

- 8am to 12pm without lunch
- 8am to 1pm with lunch

Afternoon:

- 1.30pm to 6pm

Parents may access a maximum of 10 funded hours per day.

Parents/carers are required to renew their eligibility code with HMRC every three months. If a parent/carer becomes ineligible or fails to renew their HMRC code, the extended 12 hours of funded childcare will be withdrawn, subject to the grace period. Please note that we are unable to hold the additional 12 hours should a child become eligible at a later date, as we will reallocate spaces if we have a waiting list.

When children reach the age of 3, the setting will endeavour to transfer them over from the 2's room to the pre-school room if there is space available. All efforts will be made to keep existing attendance patterns; it may not be possible in every instance.

Notice periods for the universal free early education hours and the additional 12/24 hours free childcare: if a child is moving to another setting, notice needs to be given within the term preceding the term that the child is due to start

elsewhere. This is in line with the local authority's agreement for the provision of the funding.

Notice periods for fee paying places: Two weeks notice, or payment in lieu received by the setting prior to the child leaving.

Parents may work out what free childcare options are available at Childcare Choices <https://www.childcarechoices.gov.uk>

Parents may check if they are eligible for 30 hours and opt to receive an email from HMRC when the online checking service goes live and to enable them to apply. Visit: <https://childcare-support.tax.service.gov.uk/par/app/applynow>

Grace period: this enables parents to retain their childcare place for a short period if they become ineligible for 30/24 hours. The Eligibility Checking Service will inform the setting of the grace period for a child when the parent becomes ineligible. Grace period end dates depend on which term the parents become ineligible for the 30/24 hours. The setting can supply parents/carers with the current dates on request.

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