

Little Kingfishers' Day Nursery Admissions Policy



Little Kingfishers' Day Nursery are responsible for our own admissions. We do not have a defined catchment area and all parents/carers are eligible to register their child's name on our waiting list. Children can be registered at any time from birth.

We offer places to 2, 3 and 4 year old children taking up the free 15 funded hours as well as those eligible for the extended 30 funded hours. We can also offer extended sessions on a self-funded basis for those using their 15 funded hours who are not eligible to the 30 extended hours. Please see Appendix 1 for information on eligibility.

All children will need to have completed a Free Early Education Funding contract detailing their eligibility.

It is our intention to make our nursery accessible to children and families from all sections of the local community. 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.

Criteria for allocation of spaces

Children will be given priority according to the following criteria.

1. Children with educational, medical, or social needs including looked after children. Applications on these grounds will have to be supported in writing by the relevant professional involved, such as Social Worker or GP etc.
2. How long the child's name has been on the waiting list. (Please see more information regarding waiting lists below)

Our nursery is fully inclusive and our policies promote equality of opportunity for all children. We are pleased to offer any disabled pupil or pupil with individual needs a place at Little Kingfishers' Day Nursery provided that those needs can be successfully met and if the supporting agencies feel that it is an appropriate placement. Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with the family. Places will be given at the discretion of the Head teacher in consultation with Governors and may need to take priority.

We offer places to children who turn 4 before 31st August and are due to start school in September. Little Kingfishers' Day Nursery do not accept deferred school entry children but will accept children who turn 4 on or after 31st August (for the first half of the Autumn term only, and availability dependant) and who have attended Little Kingfishers' Day Nursery for the Summer term prior to starting school. This is to ensure a smooth transition into Kingfisher Primary School for parents who require this.

Waiting list

Little Kingfishers' Day Nursery will contact parents/carers by telephone or email when allocating spaces to new starters. Three attempts will be made to contact the name listed on the waiting list before a final date to respond is issued. If there is no response after this date Little Kingfishers' Day Nursery will allocate the space to the next child on the list.

Little Kingfishers' Day Nursery will make every effort to contact the name listed on the waiting list but it is the parents/carers responsibility to keep their contact details up to date. If no contact is made the space will be allocated to the next child on the list.

We aim to ensure that all sections of our community have access to the nursery through open, fair and clearly communicated procedures.

In order to achieve this aim, we operate the following:

- We ensure that the existence of the nursery is widely advertised in places accessible to all sections of the community, from Google through to our website.
- We describe our nursery and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations, and other carers, including childminders.
- We operate an Inclusion, Equality and Diversity 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.
- 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, contact details for parents, doctors contact details, health visitor contact details, allergies, parental consent, and vaccinations etc.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

15 Hours Funding for 2, 3, and 4 year olds

Working Families Funding (15 hours per week from April 24/30 hours per week from Sept 25) is available for eligible 2 year olds beginning the term after their 2nd birthday. This funding needs to be applied for by the parent/carer, the criteria is the same as for the extended funding for 3 year olds. Parents will be given an eligibility code which must be passed onto the nursery administrator for verification. As with the Early Years funding it is the parents/carers responsibility to renew their code. Parents can apply for the funding at www.childcarechoices.gov.uk

All children are automatically entitled to a free place in an Early Years educational setting to access 15 hours (570 hours per year) of funded Nursery Education per week, over 38 weeks of the year, from the term after their *third birthday*. You do not need to apply for this funding.

30 Hours Extended Childcare Funding

From September 2017, the government extended the free childcare offer for eligible three and four year olds to 30 hours per week (1140 hours per year) for 38 weeks of the year. To qualify for the additional hours of free childcare, each parent (or the sole parent in a single parent family) needs to earn, on average, a weekly minimum equivalent to 16 hours per week at national minimum wage, and less than £100,000 per year. This extended childcare offer is flexible and families can use it to suit their needs. Self-employed parents and parents on zero-hours contracts will be eligible if they meet the average earnings threshold. Parents can check if they qualify and apply for the extended entitlement at www.childcarechoices.gov.uk

Parents will be given an eligibility code which must be submitted to the nursery for verification by the end of term before the child wishes to access their extended entitlement.

Parents are responsible for renewing their code before it expires. Children who cease to qualify for the extended entitlement will be able to continue to access it until the end of a specific grace period. Following the end of their grace period the child will revert to the universal offer (15 hours, term time only) the following term, unless the parent chooses to pay for the additional hours.

If a parent does not renew their code within four weeks of expiring, or two weeks before the published end of the 'grace period' term (whichever is the sooner), the school will assume that the child will be stopping their extended entitlement place at the end of the grace period. The child may lose their extended place if the school has children on the waiting list for extended entitlement places.

If families do not meet the eligibility criteria for the additional 15 hours of free childcare, they may pay for additional hours over and above the initial 15 hours. Details of our current charges can be found in the school's Fees Policy.

Nursery Sessions

Eligible hours are offered in a flexible manner that include:

- 5 mornings or 5 afternoons (or a combination of both)
- Full or school days
- Full days and a combination of mornings or afternoons

Our nursery session times are:-

- Morning: 8am-1pm
- School Day 9am-3pm
- Full Day 8am-6pm
- Afternoon 1pm-6pm

For the morning session, full, and school day there is an option for a hot lunch which is managed online by parents/carers via ParentPay. The current price of a school dinner can be found in the school's Fees Policy.

Please be aware the nursery has a minimum booking requirement of two sessions a week, 8.00am – 6.00pm session counts as two sessions.

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