



## Admissions

### Policy Statement

- It is our intention to make our setting accessible to children and families of the local community. We aim to ensure that our community have access to the setting through open, fair and clearly communicated procedures. We are an all-inclusive setting regardless gender, special educational needs, disabilities, social background, religion and ethnicity.
- We are a sessional term time nursery running morning sessions from 8:45am-11:45am and afternoon session from 12:30pm – 3:30pm.
- 30-hour sessions will run from 8:45am – 3:30pm Mon- Thurs and 8:45am- 11:45am Fri
- An option for breakfast club from 8:00am is available at a charge of £5 with breakfast included
- We will offer parents an additional 30 minute session from 3.30pm- 4pm at a cost of £3 per session, if requested.
- We have 90 part time places of which 13 are full time (30 hours) in preschool and 40 part time in toddlers

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

### Criteria

We arrange our waiting list in date of birth order per term. In addition, our policy will take into account the following:

- Who's parent is a committee member of Daubhill Muslim Society
- A child who is 'looked after' by Children's Service Department.
- A child who has additional needs; Note, with an Early Help Assessment (EHA) open
- Children of staff working in the setting
- Children who have had a sibling in the nursery in the last three years.
- **PRIORITY IS GIVEN TO PARENTS WHO HAVE BEEN WAITING ON THE 2 YEAR OLD WAITING LIST FOR A 3 YEAR OLD PLACE.**
- **PLACES IN THE TODDLER AND PRESCHOOL ROOM ARE ALLOCATED BY FOLLOWING THE CRITERIA ABOVE ON TERMLY BASIS.**

### Procedures

- Parents must fill in a preregistration form and had that into the nursery, to be counter signed.
- Once your have filled in a preregistration form your child will be placed on the waiting list.
- We will notify you as soon as a place becomes available. However, registration does not guarantee a place automatically.
- When a place is available you will be given a phone call by the Manager who deals with admissions.
- If your child does not get a place for the term after they have turned 2 or 3 you may request to remain on the waiting list until a place becomes available.

- Children will be allocated a place term after their 2<sup>nd</sup> birthday in the toddlers if they have a funded place.
- Children will be allocated a place after their 3<sup>rd</sup> birthday in preschool.
- Children who are eligible for 30 hour care will be offered places according to the criteria above.
- Children who are in the toddlers will automatically be given a place in preschool unless parents state otherwise
- We will offer parents full day care only if places are available.
- If parents wish to take their children out of nursery, funded or non funded, they must give two weeks notice to give us the opportunity to fill the place up.
- Our cut off point for admissions for the following September will be before the February half term.
- **Note: Any pre registration forms received after this date will not be processed until the forms received by spring half term have been processed.**

### **Admission of Two year old children**

Families who earn less than £16,100 will be eligible for a 2 year old funded places. Parents need to make this application with the council. Once parents have received their 'Two year old funded eligibility letter' from the Council they need to submit it at the nursery as it has the unique claim number which will be held with the application form on the waiting list. Parents will be notified when a place becomes available.

We also have 2 year parent funded places in the setting.

### **Admission of 30-hour children policy**

Families where both parents are working (sole parent is working in single parent family) 16 hours a week and earn less than £100,000 a year, are eligible for a 30-hour place. Your child can attend a maximum of two nurseries in a single day. If your child attends more than one setting the funding will split fairly between the two settings.

We will take a £10 non-refundable deposit to secure this place. If parents decide not to take the place this will be non-refundable.

### **Procedures for Admission**

The nursery will inform parents as soon as possible if a place is available.

All parents who are eligible for the 30 hours must fill out the declaration form, print and present the unique code with the child's name and pay £10 which is non-refundable upon taking the place. This information will be kept on file.

### **Paying parents**

Parents offered paying places will need to pay an upfront £100 deposit to secure the place which will be refunded on your last paying invoice. If parents decide they wish to withdraw their child's place once the deposit has been paid then £20 will be taken of the £100 to cover admin costs.

Parents will sign a contract to agree the terms and conditions of payment.

Signed on behalf of The Olive Garden Nursery

**Issue 1: New policy September 2009**

**Issue 2: Amendment November 2010**

**Issue 3: Amendment December 2011**

**Issue 4: Amendment May 2012**

**Issue 5: Amendment August 2014**

**Issue 6: Amendment December 2014**

**Issue 6: Reviewed September 2015**

**Issue 6: Reviewed September 2016**

**Issue 7: Amended July 2017**

**Issue 8: Amended March 2018**

**Issue9: Amended February 2020**

**Issue 10 : Amended January 2021**

**Issue 11 : Amended February 2022**