



## Admissions Policy

It is our aim at West Byfleet Nursery to promote the accessibility of our Nursery to children and families from all sections of the local community. West Byfleet Nursery follows the Early Years Foundation Stage 2017 ensuring that all children have opportunities to a wide range of play based learning activities.

In order to accomplish this we will:

- Ensure that the existence of West Byfleet Nursery is widely known in all local communities.
- Advertise in places where all sections of the community can see them, in more than one language if appropriate. We will liaise with the local Children's Centres.
- Take admissions at the beginning of each term, i.e. September, January and April. Should the nursery reach capacity resulting in no admissions in the coming term, parents of children on the waiting list for that term will be notified in writing as soon as possible.
- Arrange our waiting lists by required date of entry and then by date of registration i.e. first come first served. Any special circumstances will be considered on a case by case basis. Places will be offered subject to availability. Offers will be made before the half term holiday of the term preceding the required date of entry.
- Offer Universal Funded Early Education (FEE) for three and four year olds on our core sessions, subject to eligibility and a maximum of 15 hours per week for 38 weeks per year. We will also offer a limited number of 30 hours funded core sessions over 38 weeks to eligible families on a first come first serve basis.
- As part of our settling-in period we are able to offer a phased start over the first few weeks of term if required. During this period, in consultation with you, we will gradually increase your child's session length as they become more familiar with the staff and their new surroundings.
- We will keep a place vacant, where possible, in order to accommodate emergency admissions.

Our registration process;

Registration forms are available from the office or can be downloaded from our website. These must be signed by all parties with parental responsibility for the child. Following receipt of the registration form with two signatures all other forms will be accepted with one parents signature except in circumstances where we are aware that parents are in not in agreement over the child's place at the setting. In which case all those with parental responsibility will be required to sign all paperwork before the child can be admitted.

On receipt of a completed registration form and the non-refundable administration fee your child will be placed on the waiting list for the start date required. Receipt of your form and fee will be confirmed by email.

Early in the term before your requested admission date places will be allocated and offers sent out by email. To confirm acceptance please respond by the offer closing date. Should we be unable to offer a place you will be notified in writing as soon as possible.

The closing date for admissions will be 2 weeks prior to the end of the preceding term. Children can start attending the nursery at the beginning of the term. Children will only be admitted at other times under exceptional circumstances.

West Byfleet Nursery offers sessions in the following ways;

Our core hours are, Monday to Friday 9.00 am to 12 and 12.30 to 3.30:

### **Universal entitlement**

Once your child is eligible for 15 hours universal entitlement, from the term following their third birthday, places are offered for 5 three hour sessions per week and can be taken as required, subject to availability.

Where a child stays on site for the lunch club (12.00 - 12.30) a fee is payable to cover the staffing of this non funded session.

There will be no charge for their first 5 three hour sessions with us unless you have previously claimed stretched funding from another provider, in this case any non-funded hours will be charged at our current hourly rate. The funded hours to which you are entitled will be determined by Surrey County Council's Funded Early Education Team. The switch from stretched to term time funding can only be made at the beginning of the term following your child's next birthday.

You may choose to split your hours with another childcare provider however if you are sharing the funding with another setting on a stretched basis it is unlikely that you will be able to claim your full entitlement

Please refer to our website for full information from SCC on claiming funded hours and the provider agreement

### **30 Hours entitlement**

Some families may be eligible for 30 hours of childcare. Eligibility is determined by HMRC; please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for full information.

West Byfleet Nursery will be offering 30 hour places on a first come first serve basis.

These funded hours are offered across our core 30 hours (9.00 - 12.00 and 12.30 - 3.30).

Where a child stays on site for the lunch club (12.00 - 12.30) a fee is payable to cover the staffing of this non-funded period.

If you are claiming the 30 hours entitlement and lose your eligibility your funding will continue until the end of the current grace period as determined by the DfE. Thereafter West Byfleet Nursery will endeavour to honour your child's entitlement to the 15 universal hours however the sessions offered will be determined by the nursery based on current availability. If your funding is split between settings, the split of universal hours must be agreed between yourself and both settings involved. If we are unable to contact you during the grace period to finalise these details your child's place with us will be withdrawn completely once this period ends.

### **Paid Sessions**

These sessions can be taken from the term in which the child's 3rd birthday falls or in conjunction with funded entitlements. Current session rates are available from the office and are published on our website.

All sessions are subject to availability.

### **Extended nursery hours**

These are optional paid hours which can be taken should you wish to extend your nursery day.

### **Our early morning session.**

There are two options each morning;

- Breakfast Club

This session runs from 8 am until 9am and includes breakfast (choice of cereals and fruit).

This session **must** be pre-booked, either by term, for regular attendance, or by midday of the day preceding the session required for an ad hoc booking

- Bright and Breezy

For those wishing to start at 8.30, this session can be pre-booked or just turn up on the day.

- At the end of the day

We also offer the option to pick up your child at 4pm rather than 3.30pm. As before this additional half hour session must be pre-booked. This can also be done by term or on an ad hoc basis. Bookings must be made before midday on the day to ensure we have staff available to care for your child.

*Please note; any parent who picks up after 3.30, without having pre-booked the session, will be subject to our normal late collection fine of £15 per 15 minutes or part thereof, as set out below.*

All regular bookings will be included in the current half terms invoice, ad hoc bookings will be included in the following half term's invoice.

### **Amendment of sessions**

Changes to the sessions children attend in the current term are subject to an administration fee of £15 for each change made.

Requests for alterations for the following term will not be subject to this charge.

West Byfleet Nursery are unable to swap one off funded sessions.

On admission to the nursery all details of the child, parents, legal carers and named persons to collect your child, are recorded on our Admission Form; in line with the welfare requirements of the Early Years Foundation Stage 2017.

Children will not be able to attend unless the Admission Form and Emergency Treatment Form have been completed and returned to the office.

The nursery complies with all the requirements of the General Data Protection Regulations (2016), please refer to West Byfleet Nursery's Information Sharing Policy.

Parents will be given the opportunity to attend an out of hours induction session with their child before they start at the nursery as set out in our Settling in Policy. On induction parents/carers will be provided with an admissions pack containing all relevant information including the setting's brochure which details the day to day running of the nursery. This information is also available on our website [www.westbyfleetnursery.co.uk](http://www.westbyfleetnursery.co.uk) Translations of all documents can be made available on request. If parents/carers are unable to attend the induction, this information will be posted to the child's home address. Every effort will be made to arrange an alternative date if the one offered is not convenient.

Your child will be allocated class and a Key Person prior to attending the nursery; this information will be included in your induction pack.

Early Years Pupil Premium (EYPP) is additional funding paid to settings, attended by eligible children, by the government to further improve the quality of their provision. The form to apply for this is included in our admission pack.

All non-funded sessions are charged at our published rates and invoiced at the beginning of each half term. Any ad hoc sessions taken during a half term will be included in the following half term's invoice. Invoices are due for payment within 30 days.

To comply with Funded Early Education entitlement rules and to ensure that you do not lose your funding, notification of any holiday absence must be made in writing by email or using our holiday form. Notification should be in advance and a return date must be given.

Poor attendance may result in the loss of Funded Early Education funding, in which case full fees will become payable.

If a child is ill or on holiday during term time full payment, for chargeable sessions, is still required. West Byfleet Nursery Ltd reserves the right to exclude a child as a result of payment arrears.

If the case of emergency closure payment is still due, please refer to our Emergency Closures Policy for full details.

If a child is sick, on holiday or in cases of emergency closure we are unable to offer alternatives for missed sessions.

Late Collection - Children who are not collected on time may incur an additional charge of £15 per 15 minutes or part thereof. Details of the procedure followed in the event of a child not being collected at the end of their session can be found in our Late/Non Collection Policy.

## Delayed School Entry

Children become eligible for a place in an Infant School Reception class in the September following their 4th birthday. As stated in the Department of Education's Advice on Admission of Summer Born Children (December 2014), parents of Summer born children have the option (with the schools agreement) to delay entry to primary school for one or two terms or until their compulsory school age. These children are eligible for Funded Early Education until they reach compulsory school age. However due to the high demand for pre-school places West Byfleet Nursery regrets that it is unable to offer places to children once they are eligible for a place in a reception class.

Full Terms and Conditions are available on our website at [www.westbyfleethnursery.co.uk](http://www.westbyfleethnursery.co.uk)

Signed: Ruth Claydon      Date: 31th January 2020      Review: January 2021