



Admissions Policy

It is our aim at West Byfleet Nursery to promote the accessibility of our Nursery to children and families from all sectors of the local community. West Byfleet Nursery follows the Early Years Foundation Stage (EYFS) 2025 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 sectors of the community can see them, in more than one language if appropriate. We will liaise with the Local Authority.
- 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 for our core sessions, a maximum of 15 hours per week for 38 weeks per year. We will also offer a limited number, subject to eligibility, of working parents 30 hours funding for our core sessions over 38 weeks to eligible families on a first come first serve basis.
- As part of our settling-in period we can 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.

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.

Offers of places will be made early in the term immediately preceding your requested start date. Receipt of your form 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, subject to availability. Children can start attending the nursery at the beginning of each term. Children will only be admitted at other times under exceptional circumstances.

West Byfleet Nursery offers sessions in the following ways:

Our core session hours are Monday to Friday 9.30am to 12.30pm and 12.30pm to 3.30pm

Universal entitlement

Once your child is eligible for the 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 in any combination of sessions you may require. All sessions are subject to availability.

There will be no charge for their first 5 three-hour core sessions with us unless you have previously claimed 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 (SCC) Funded Early Education Team.

You may choose to split your hours with another childcare provider, however if you are sharing the funding with another setting it could affect the ability to claim your full entitlement.

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

Working Families 30 Hours entitlement

Some working families may be eligible for 30 hours of funded childcare.

Eligibility is determined by HMRC; please visit www.childcarechoices.gov.uk for full information.

West Byfleet Nursery will be offering up to 30 funded places on a first come first serve basis. Please note, we only take children in the term that they turn three years old, and we have limited availability for the two-year-old sessions.

These funded hours are offered across our core hours (9.30am – 12.30pm and 12.30pm - 3.30pm).

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 (3-year-olds only), 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 the grace 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. All sessions are subject to availability.

All paid sessions are invoiced at the beginning of each half term; payment is due within 30 days. Current session rates are available from the office and are published on our website.

Extended nursery hours

These are optional paid hours which can be taken should you wish to extend your child's nursery day and are subject to availability.

Our early morning sessions.

There are two options each morning:

- Breakfast Club

This session runs from 8 am until 9.30am and includes breakfast (choice of cereals and fruit). This session must be pre-booked, by either termly 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 8.45am, 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 4.15pm or 6pm rather than 3.30pm.

These additional sessions 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.

A healthy tea will be provided for your child during our Penguins (6pm pick up) option only. Please note: Penguins (6pm pick up) will not run on the last day of each of the three terms. (Autumn, Spring & Summer)

NB: Two-year-olds starting with us will not be able to attend Penguins (6pm pick up) until they turn three years old.

Please note: any parent who picks up after 3.30pm, 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 extended nursery hours bookings will be invoiced as follows:

Regular bookings will be included in the current half term invoice.

Ad hoc bookings will be included in the following half term's invoice.

Amendment of sessions

Changes to the session's 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, emergency contacts and named persons to collect your child, are recorded on our Admission Form; in line with the safeguarding and welfare requirements of the EYFS 2025.

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

The nursery complies with all the requirements of the General Data Protection Regulations (GDPR) 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. 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 a class and 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 the setting, attended by eligible children, by the government to further improve the quality of our provision. The form to apply for this is included in SCC Funded Early Education Declaration Form. This form will be given to parents/carers near or on the child's start date.

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 (FEE) entitlement rules and to ensure that you do not lose your funding, notification of any holiday absence must be made in writing by email. Notification should be in advance, and a return date must be given.

Poor attendance may result in the loss of FEE 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.

In 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 will 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/Primary 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 (April 2023), parents of Summer born children have the option (with the school's agreement) to delay entry to Infant/Primary school for one or two terms or until their compulsory school age. These children are eligible for FEE 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.westbyfleetnursery.co.uk.

Signed: Ruth Claydon

Date: 17th July 2025

Review: July 2026