



Admissions Policy and Procedure including Early Education Funding places

Statement of Intent

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

Aim

The aim of this policy is to ensure that all sections of our community have access to the setting through open, fair and clearly communicated policies and procedures.

Methods

In order to achieve this aim, we operate the following admissions policy.

- We ensure our setting is widely advertised in places accessible to all sections of the community.
- We take into consideration the ratios of adults to children and never exceed these ratios when admitting children.
- We describe our setting and its practices in terms that make it clear and is welcoming to both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We make our equal opportunities policy widely known.

We operate the following admissions procedure.

- Registration forms must be completed for all children before a space can be reserved. This includes any registration forms for funded places, and Parent Provider Agreement Forms required by the Local Authority.
- We require a minimum of two half day sessions or one full day session in order to register a child at the nursery.
- We offer various types of sessions such as term time only (**non- funded hours**), school hours (**non-funded hours only and non term time**), morning and afternoon sessions as well as full day care.
- **Limited spaces are available for term time funding, subject to availability. Term time funding sessions are available for teachers only, subject to proof of employment.*

- Deposit and registration fee paid by day care children must be paid in advance of the child starting their place (NB: no registration fee is payable for children solely accessing their Early Education Funding although a deposit may be required).
- First payment of fees, including any additional hours or additional services received as part of a “funded package” must be received by the child’s first day of attendance at the nursery and thereafter in advance by the last day of the month prior to the invoiced month.
- Our waiting list is prepared on a first come, first served basis. Priority for places will be given to siblings and children accessing the highest number of days and/or sessions including full time day care.
- A nursery Welcome Pack will be issued to all new parents. This will include a key fob for access to the main nursery door, registration details for the webcams, policies and procedures and general helpful information about the nursery.
- Early Education Funding entitlement can be accessed over a maximum of two providers at any one time. The nursery must be notified if your child also attends another setting.
- Failure to regularly attend a funded place could result in your child losing that place.

Admissions Policy and Procedure for Early Education Funding.

Early Education Funded Sessions

We deliver the Early education funding in a “stretched” offer over 51 weeks of the year and reduced pro rata to 11 hours (universal funding) or 22 hours (extended funding) hours per week.

We offer the following funded nursery sessions to parents:

- Full day session from 7.30am to 6.30pm (11 hours)
- Morning session from 7.30am to 1.00pm (5½ hours)
- Afternoon session from 1.00pm to 6.30pm (5½ hours)
- We can offer a maximum of 10 hours funding in one day due to government restrictions. During a full day session, the 10 funded hours are offered between 7.30am and 10.00am and 11.00am and 6.30 pm which equates to 10 funded hours. Where the funding is taken in one full day session (11 hours) the non-funded times must be paid for or the child must be collected.
- We do not offer Residual hours with our “stretched offer”

“Additional Services” Charge

The UK government Statutory Guidance to Local Authorities and childcare providers states “Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services”.

- We offer all meals, consumables and additional services (including, but not limited to, the cost of breakfast, lunch, tea, snacks, family app, cookery lessons,

nappies, wipes, liquid paracetamol, sports days, graduation parties, other consumables) for a cost of £1.10 per funded hour.

- Parents who prefer not to pay for meals and additional services are free not to. Instead, they will need to arrange for their child to be collected at mealtimes, and also provide any consumables needed. Please feel free to discuss this with the nursery manager. Additional services and extracurricular lessons will not be provided.

Note: the “additional services” charges apply to funded hours only – either funded only children or the funded part of full-time sessions; any additional sessions at “paid for” nursery rates will include all meals and consumables. In the event of illness or holiday (including bank holidays) the additional services charge is still payable.

15 hour funding entitlement for 2 year olds:

- The government provides 15 hours per week funded entitlement over 38 weeks (term time only). This entitlement is available to all 2 year olds who meet the government criteria (which can be found on the Buckinghamshire County Council Early Years website).
- **We offer the entitlement “stretched” over 51 weeks of the year and reduced pro rata to 11 hours per week.**
- 2 year old funded hours are offered within the Early Education funded sessions at the times shown above.
- Funded entitlement can be claimed in two ways:
 - a) two x half day sessions (**standalone offer/ funded only hours**):
 - 5½ hours each, either 7.30am to 1pm or 1pm to 6.30pm.
 - or
 - b) one full day of 11 hours (7.30am to 6.30pm):
 - 10 funded hours
 - plus one paid hour at our nursery daily rate of £6.65.
- For 2 year funded children, breakfast, lunch, tea, snacks and drinks will be provided, as will nappies, wipes and creams and other consumables.

15 hour funding entitlement for 3 and 4 year olds (universal entitlement)

- The government provides 15 hours per week funded entitlement over 38 weeks (term time only). This entitlement is available to all 3 and 4 year olds and is known as universal entitlement.
- **We offer the universal entitlement “stretched” over 51 weeks of the year and reduced pro rata to 11 hours per week.**
- Universal entitlement funded hours are offered within the Early Education funded sessions at the times shown above.
- Funded entitlement can be claimed in two ways:
 - a) two x half day sessions (**standalone offer/ funded only hours**):
 - 5½ hours each, either 7.30am to 1pm or 1pm to 6.30pm.
 - cost for additional services incl meals (@ £1.10 per hour) = £5.50 x 2 i.e. £12.10 per week.

or

- b) one full day of 11 hours (7.30am to 6.30pm):
- 10 funded hours (times as above)
 - plus one paid hour at our nursery daily rate of £6.55.
 - Cost for additional services incl meals (@ £1.10 per hour) = £11
 - Total daily cost: £6.55+£11.00 = £17.55

Additional 15 hour funding entitlement for working parents of 3 and 4 year olds (extended entitlement)

- The government provides 30 hours per week funded entitlement over 38 weeks (term time only). This entitlement is available to working parents of 3 and 4 year olds who meet the government criteria and is known as extended entitlement.
- **We offer the extended entitlement “stretched” over 51 weeks of the year and reduced pro rata to 22 hours per week.**
- Universal entitlement funded hours are offered within the Early Education funded sessions at the times shown above.
- Funded entitlement can be claimed in 3 ways:

a) two full days of 11 hours (7.30am to 6.30pm) **(standalone offer/ funded only hours, additional two hours not included):**

- 10 funded hours per day
- plus one paid hour per day at our nursery daily rate of £6.55 per hour
- Cost for additional services incl meals (@ £1.10 per hour) = £11 per day
- Total daily cost: £6.55 + £11.00 = £17.55

b) two full days and one half day:

- daily cost as above
- Two remaining funded hours allocated to 5½ half day (either 7.30am to 1pm or 1pm to 6.30pm)
- remaining 3½ hours charged at our nursery half day rate of £7.82 per hour
- cost for additional services incl meals = £2.20
- total cost for half day: £27.37 + £2.20 = £29.57

c) three full days of 11 hours (7.30am to 6.30pm):

- daily cost for first two days = £6.45 (hourly rate) + 11 (additional services cost @ 1.10 x 10) =£17.45 per day.
- Two remaining funded hours allocated to third day
- Remaining 9 hours charged at nursery daily rate £6.45 per hour
- Cost for additional services incl meals = £2.20
- Total cost for third day: £58.05 + £2.20 = £60.25

Funding Cost Sheet

2 Year Old Funding “stretched” over 51 weeks of the year, and reduced pro rata to 11 hours per week
Session: two x half days (5.5 hours each) =£0
Session: 1 full day (10 hours each) = £6.65 (non-funded hour)
3 & 4 Year Old Funding Universal Entitlement 11 hours per week “stretched” over 51 weeks of the year
Session: two x half days (5.5 hours each) = £12.10 per week for £1.10 per funded hour
Session: one full day (10 hours each) = £11.00 for £1.10 per funded hour + £6.55 (non-funded hour) Total daily cost= £17.55
3 & 4 Year Old Extended Entitlement 22 hours per week “stretched” over 51 weeks of the year
Session: two x full days (10 hours each) = £11.00 for £1.10 per funded hour + £6.55 (non-funded hour) Total daily cost= £17.55
<p>Session: two full day (10 hours each) + 1 half day of (5.5 hours)</p> <p>Total cost for two full days = £17.55 each (£11.00 for £1.10 per funded hour + £6.55 non-funded hour)</p> <p style="text-align: center;">+</p> <p>Half day cost = £29.57 (two hours of funding deducted from half day session)</p>
<p>Session: Three full days</p> <p>Total cost for two full days = £17.45 each (£11.00 for £1.10 per funded hour + £6.45 non-funded hour)</p> <p style="text-align: center;">+</p> <p>One full day of (11 hours) = £60.25 (two hours of funding deducted from third full day session)</p>

This policy was reviewed in November 2020