

ADMISSIONS POLICY FOR AMERSHAM 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 are 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 full days, half days as well as a limited number of term time places. Please discuss your specific requirements with the nursery manager.
- *We have limited availability for term time only spaces. Term time spaces are not offered with school hours. Term time spaces are available only for teachers at state funded schools, and subject to ongoing evidence of employment one month prior to the start of each school term.*
- *We regretfully are no longer able to offer school hour sessions.*

CHESHAM NURSERY
92-94 Broad Street
Chesham, HP5 3ED
Tel: 01494 778767
Email: nursery@ollieowl.co.uk

Ollie Owl Limited
Company Registration: 8083974
www.ollieowl.co.uk
Registered in England & Wales
at Philip Deane Accountancy
Units 1 & 2 Field View, Baynards Green Business
Park, Bicester, Oxfordshire, OX27 7SG

AMERSHAM NURSERY
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- A non-refundable 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 without any additional hours).
- First payment of fees, including any additional hours or additional services received as part of a "funded package" must be received at the latest 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. We reserve the right to alter these payment terms for parents who have a track record of late payment of their nursery fees.
- 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 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 funding needs to be accessed in the same way at both providers ie: both stretched or both term 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

Currently the Government is using four separate funded entitlements which are referred to as follows:

1) "Expanded Hours" / "the working parent entitlement"

The 15 hour funded entitlement over 38 weeks a year for qualifying working parents who have children aged over 9 months and under 3 who. This working parent entitlement will increase to 30 hours per week from September 2025.

2) "Universal Funded hours"

the universal 15 hour funded entitlement over 38 weeks a year. for all 3 & 4 year olds.

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3) "Extended Hours"

Which are an additional 15 hours funded entitlement over 38 weeks a year for 3 & 4 year olds with parents who qualify as working parents.

4) "Funded Hours"

the 15 hour funded entitlement over 38 weeks a year for Parents of 2 year olds who receive additional Government Support.

Stretched funding offer

Ollie Owl recognises that most working parents require all year round Early Years professional care. As such we deliver Early Education funding in a "stretched" funding offer over 51 weeks of the year and we do not offer term time only funding. The 15 hours per week over 38 weeks a year (570 hours in total) are stretched on a pro-rata basis to 11 hours per week over these 51 weeks (i.e. 561 hours in total) so slightly fewer hours per week but over more weeks of the year.

For 11 hour "stretched" Early Education funded parents we offer the following nursery sessions:

- A minimum of one Full day session from 7.30am to 6.30pm (11 hours)
- A minimum of two 5.5 hour sessions comprising one morning session (7.30am to 1.00pm) and one afternoon session (1.00pm to 6.30pm)

Early Education Funding restrictions

Due to Government restrictions the maximum number of Early Education hours we can offer on any one day is 10 hours.

During a full day (11 hours) session the 10 funded hours are offered with half hour breaks at the times when both morning snack (9am-9.30am) and afternoon snack (2pm-2.30pm) are usually served. Where the funding is taken in one full day session (11 hours) the additional unfunded hours must be paid for or the child must be collected.

Our additional unfunded hour charges are as follows:

Snowy Owls	Barn Owls	Baby & Little Owls	Term time only
£15	£15	£5	£15

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Ad-hoc hours

Parents booking additional ad-hoc hours will be charged for these extra hours at the nursery standard rate for their regular weekly booking.

Residual hours

We do not offer residual hours with our "stretched offer". As Government funding is set up on a term time over 38 weeks, our stretched offer means that over 51 weeks some funded hours are lost and Parents may not therefore receive their entire 570 hour entitlement of Government funded hours.

Additional Services Charges

The UK Government statutory Guidance to Local Authorities and Early Years Providers states "Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare over 38 weeks a year. Government funding is not intended to cover the cost of meals, consumables, additional hours or additional services".

At Ollie Owl we employ professional chefs who are trained in child nutrition, food preparation and food hygiene. We prepare high quality nutritious meals in our purpose built nursery kitchens which have 5 star Food Hygiene Ratings. Our chefs cater for individual children with food allergies, intolerances and other food preferences.

We offer all meals (breakfast, lunch, tea and snacks), consumables (including but not limited to nappies, wipes, nappy cream, suncream, liquid paracetamol), parent access to nurserycam and extra-curricular activities and events like french lessons, cookery lessons, outings, sports days, graduation events and other seasonal events.

We do not permit packed lunches as a measure to prevent the children from exposure to any potential allergens, bacteria and viruses which might be contaminating food prepared offsite, but also simply all the other logistics involved and the lack of refrigeration storage space.

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We charge different rates for each age group for these additional services charges as well as for our term time only funded children, as follows.

Snowy Owls	Barn Owls	Baby & Little Owls	Term time only
£2.00	£1.50	£1.50	£2.00

Parents retain the right not to pay for these additional services for their funded hours entitlement, and these charges are optional. Parents who prefer not to pay for these additional services will need to arrange for their child to be collected at mealtimes, and also provide any consumables needed. The additional services and extra-curricular activities and events will not be provided.

Please 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.

All the aforementioned additional services for funded hours are offered as a combined package per funded hour, and we are not able to offer parents the option to select the component parts as separately priced options.

Please feel free to discuss these additional services with the nursery manager.

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Expanded Hours / "the working parent entitlement"- the 15 hour per week funded entitlement over 38 weeks a year for children over 9 months old and under 3 with working parents and from September 2025 this will be expanded further to 30 hours per week.

The Government currently provides 15 hours per week funded entitlement over 38 weeks (term time only). This entitlement is available to eligible parents of children aged between 9 months old and 3 years old who meet the Government criteria as working parents. You can check your eligibility and apply for these funded hours on the Government's <http://www.childcarechoices.gov.uk> website.

We offer the expanded funded hours "stretched" over 51 weeks of the year and reduced pro-rata to 11 hours per week (up to 561 hours in total per year).

This 11 hour funding entitlement can be claimed in a number of ways (see examples below):

a) Two half day sessions per week

5.5 hours each either 7.30am to 1.00pm or 1.00pm to 6.30pm comprising 5 funded hours plus one unfunded half hour for each half day at the nursery additional hour rate and an additional services charge calculated at our additional services hourly rate per funded hour.

b) One full day per week

11 hours (7.30am to 6.30pm) comprising 10 funded hours plus both one paid hour at our nursery additional hour rate and additional services charges calculated at our additional services hourly rate per funded hour.

c) One full day and one half day per week

One full day as per "b)" above. Half day session (either 7.30am to 1.00pm or 1.00pm to 6.30pm) comprising 1 funded hour plus 4.5 unfunded hours calculated at nursery hourly rates and additional services charges calculated at our additional services hourly rate per funded hour.

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d) Two or more full days per week

First day as per "b)". Second day with 1 funded hour plus the remaining 10 unfunded hours calculated at the nursery hourly rates and additional services charges calculated at our additional services hourly rate per funded hour. Any additional days then charged at the nursery hourly rates.

From September 2025 the Expanded Hours / Working parent funding entitlement will be increased to 30 hours per week over 38 weeks a year.

We offer the expanded funded hours "stretched" over 51 weeks of the year and reduced pro-rata to 22 hours per week (up to 1,122 hours in total per year).

This 22 hour funding entitlement can be claimed in a number of ways (see examples below):

a) Two full days per week

11 hours (7.30am to 6.30pm) per day comprising 10 funded hours plus one paid hour per funded day both calculated at the nursery universal extra hour rate and an additional services charge calculated at our additional services hourly rate per funded hour.

b) Two full days and one half day session per week

Two full days as "a)" above with the two remaining funded hours allocated to a 5.5 hour half day (either 7.30am to 1.00pm or 1.00pm to 6.30pm) plus both an additional services charge calculated at our additional services hourly rate per funded hour and the remaining 3.5 unfunded hours charged at the nursery hourly rates.

c) Three or more full days per week

First two days as per "a)" above with the two remaining funded hours allocated to the third day, plus both an additional service charge calculated at our additional services hourly rate per funded hour and the remaining 9 unfunded hours of the third day charged at the nursery hourly rates. Any additional days then charged at the nursery hourly rates.

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Universal Funded Hours - for 3 to 4 years olds

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 (up to 561 hours in total per year).

Universal Funded hours are offered within the Early Education funded sessions at the times shown above.

Funded entitlement can be claimed in a number of ways (see examples below):

a) Two half day sessions per week

5.5 hours each either 7.30am to 1.00pm or 1.00pm to 6.30pm comprising 5 funded hours plus one unfunded half hour for each half day at the nursery additional hour rate and an additional services charge calculated at our additional services hourly rate per funded hour.

b) One full day per week

11 hours (7.30am to 6.30pm) comprising 10 funded hours plus both one paid hour at the nursery additional hour rate and an additional services charge calculated at our additional services hourly rate per funded hour.

c) One full day and one half day sessions per week

Full day session as per "b)" above. Half day session (either 7.30am to 1.00pm or 1.00pm to 6.30pm) comprising 1 funded hour plus 4.5 unfunded hours calculated at nursery hourly rates and additional services charges calculated at our additional services hourly rate per funded hour.

d) Two or more full days per week

First day session as per "b)" above. Second day with 1 funded hour plus the remaining 10 unfunded hours calculated at the nursery hourly rates and additional services charges calculated at our additional services hourly rate per funded hour. Any additional days then charged at the nursery hourly rates.

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Extended Funding – Additional 15 hour funding entitlement for working parents of 3 and 4 year olds.

The government provides an additional 15 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 qualifying criteria. We offer the Extended Funding entitlement "stretched" over 51 weeks of the year and reduced pro-rata to 11 hours per week (up to 561 hours in total per year).

Combined with the Universal Funded Hours, qualifying parents will be entitled to 30 funded hours in total over 38 weeks. We offer these combined 30 funded hours "stretched" over 51 weeks of the year and reduced pro-rata to 22 hours per week (up to 1,122 hours in total per year).

Funded entitlement can be claimed in a number of ways (see examples below):

d) Two full days per week

11 hours (7.30am to 6.30pm) per day comprising 10 funded hours plus one paid hour per funded day both calculated at the nursery universal extra hour rate and an additional services charge calculated at our additional services hourly rate per funded hour.

e) Two full days and one half day session per week

Two full days as "a)" above with the two remaining funded hours allocated to a 5.5 hour half day (either 7.30am to 1.00pm or 1.00pm to 6.30pm) plus both an additional services charge calculated at our additional services hourly rate per funded hour and the remaining 3.5 unfunded hours charged at the nursery hourly rates.

f) Three or more full days per week

First two days as per "a)" above with the two remaining funded hours allocated to the third day, plus both an additional service charge calculated at our additional services hourly rate per funded hour and the remaining 9 unfunded hours of the third day charged at the nursery hourly rates. Any additional days then charged at the nursery hourly rates.

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Funded Hours - for Parents of 2 year olds who receive additional Government Support

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](#)).

Examples of Parents who may qualify for these funded hours are those on:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Alternatively children themselves may qualify for these funded hours if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get [Disability Living Allowance](#)
- have left care under an adoption order, special guardianship order or a child arrangements order

We offer this entitlement "stretched" over 51 weeks of the year and reduced pro-rata to 11 hours per week (upto 561 hours in total per year).

2 year old funded hours are offered within the Early Education funded sessions at the times shown below.

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Funded entitlement can be claimed in a number of ways (see examples below):

a) Two half day sessions per week (standalone offer/funded only hours)

5.5 funded hours each either 7.30am to 1.00pm or 1.00pm to 6.30pm. These half days must be taken on different days of the week.

b) One full day per week

11 hours (7.30am to 6.30pm) comprising 10 funded hours plus one paid hour at our nursery universal extra hour rate. Specific Government guidance applies for Funded Hours for 2 year old children whose Parents receive additional Government Support. Breakfast, lunch, snacks and drinks will be provided, along with nappies, wipes and creams and other consumables.

We have limited availability for standalone funded spaces and will offer spaces on a strictly first come first served basis from those who qualify on our waiting list.

This policy was adopted on	Signed on behalf of the nursery	Date for next review
01/08/2025	Dick Tillett	01/01/2026