

# 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 procedures.

- 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 combinations of sessions incorporating full days, half days, and a very limited number of school hour places. Please discuss any specific requirements you may have with your nursery manager. We will try to accommodate your specific needs but all sessions are subject to availability.
- 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.

#### CHESHAM NURSERY

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Ollie Owl Limited  
Company Registration: 8083974

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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 monthly in advance by the last day of the preceding 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 webcam access and general helpful information about the nursery.

## 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"  
Which covers all Children under 3 with working parents over 38 weeks a year.  
Launched in April 2024 and expanded further to include children over 9 months with working parents. This working parent entitlement is now 30 hours per week.
- 2) "Universal Funded hours"  
the universal 15 hour funded entitlement for all 3 & 4 year olds over 38 weeks a year.
- 3) "Extended Hours"  
Which are an additional 15 hours funded entitlement for 3 & 4 year olds with working parents again over 38 weeks a year.
- 4) "Funded Hours"  
the 15 hour funded entitlement over 38 weeks a year for Parents of 2 year olds who receive additional Government Support.

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We operate the following admissions procedures for Government funded hours:

## General Early Education funding procedures

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.

Ollie Owl will send out reminders to you via email/family app reminding you of the funding deadlines to supply the necessary funding codes.

Funding codes must be supplied prior to the funding deadline for each term.

Parents who are late providing their funding codes may not receive the Early Funding Entitlement for that term, but can apply for funding codes ahead of the next term.

## 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 30 hours per week over 38 weeks a year (1,140 hours in total) are stretched on a pro-rata basis to 22 hours per week over these 51 weeks (i.e. 1,122 hours in total) so slightly fewer hours per week but over more weeks of the year. For 22 hour "stretched" Early Education funded parents we offer the following nursery sessions:

- 22 funded hours over a minimum of two full days and a half day (pm session only)
- 16.5 funded hours over a minimum of two full days

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 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:

- 11 funded hours over a minimum of a full day and a half day (pm session only)

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- 8.25 funded hours over a minimum of a full day

### Early Education Funding restrictions

During a full day (11 hours) session 8.25 funded hours are offered from 10.15am until 6.30pm. 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 dropped off at or after 10.15am.

### Additional unfunded and Ad-hoc hours

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

### Residual hours

We do not offer residual hours with our "stretched offer". 30/15 hour Government funding offered term time over 38 weeks is not identical to the 22/11 hour stretched over 51 weeks that we offer. This means that during this stretching process a small number of funded hours are lost and Parents may not therefore receive their entire 1140/570 hour entitlement of Government funded hours.

### Additional Services Charges for Meals & Consumables

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".

Government Funded Hours Entitlement therefore doesn't include items which are essential for a full day's professional care. These Essential items include but are not limited to meals & snacks, nappies, wipes, nappy cream, suncream, & liquid paracetamol.

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.

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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 to reduce all the other logistics involved.

We charge an optional additional service charge of £1.60 per funded hour for all funded children. These additional costs are broken down, as follows.

Items	Cost per funded hour
Meals & snacks	£1.00
Non-Food consumables	£0.60
<b>Total per funded hr</b>	<b>£1.60</b>

These additional food & consumables services charges are offered on a combined basis as single additional supplementary charge per hour. The charge per hour is broken down into its component parts only as this is required under the latest guidance. We do not offer these component parts as separate options. In the event of illness, absences or holidays (including bank holidays) the additional services charges are still payable.

Parents retain the right not to pay for these additional services and these charges are optional. Parents who do not wish to pay the additional service charge will need to arrange for their child/children to be collected at all meal times, and also provide all non-food consumables needed.

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.

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## **Additional services charges for other services, extra-curricular activities and events**

In order to remain compliant with the latest statutory Government guidance Ollie Owl will introduce further optional charges for other services which we offer. These will include parent webcam access, all additional extra-curricular lessons, and various events & activities over the year.

Please feel free to discuss with the nursery manager if you wish to access these services. If these additional services charges for other services, extra-curricular activities and events are not paid for these services will not be provided.

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**Expanded Hours / "the working parent entitlement"- the 30 hours per week funded entitlement for children over 9 months old and under 3 with working parents over 38 weeks a year.**

The government currently provides 30 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 22 hours per week (up to 561 hours in total per year).

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

## a) Two full day sessions per week

11 hours each either 7.30am to 6.30pm comprising 8.25 funded hours plus 2.75 unfunded hours for each day at the nursery hourly rates and an additional services charge calculated at our additional services hourly rate per funded hour.

## a) 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 1pm or 1.00pm to 6.30pm) plus both an additional services charge calculated at our additional services hourly rate per funded hour.

## b) 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 5.5 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) One full day per week

11 hours (7.30am to 6.30pm) comprising 8.25 funded hours plus the remaining 2.75 unfunded hours at the nursery hourly rates and an additional services charge calculated at our additional services hourly rate per funded hour.

#### b) One full day and one half day sessions per week

Full day session as per "b)" above, plus a half day session (either 7.30am to 1pm or 1.00pm to 6.30pm) comprising 2.75 funded hours plus the remaining 2.75 unfunded hours calculated at the 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 "a)" above. Second day with 2.75 funded hours plus the remaining 8.25 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):

**c) Two full days per week**

11 hours (7.30am to 6.30pm) per day comprising 8.25 funded hours plus 2.75 paid hours per funded day both calculated at the nursery hourly rates and an additional services charge calculated at our additional services hourly rate per funded hour.

**d) Two full days and one half day session per week**

Two full days as "a)" above, plus a half day session (either 7.30am to 1pm or 1.00pm to 6.30pm) comprising 5.5 funded hours plus an additional services charge calculated at our additional services hourly rate per funded hour.

**e) Three or more full days per week**

First two days as per "a)" above with the 5.5 funded hours allocated to the third day, and the remaining 5.5 unfunded hours of the third day charged at the nursery hourly rates plus both an additional service charge calculated at our additional services hourly rate per funded hour. 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 hours entitlement can be claimed as follows:

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

Each half day comprising 5.5 funded hours (either 7.30am to 1pm or 1.00pm to 6.30pm). These half days must be taken on different days of the week.

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
01/01/2026	Dick Tillett	01/01/2027

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