



## Admissions & Waiting List Policy

Admissions are made to ensure that each setting operates to as near full capacity as possible, as set out by Ofsted registrations.

Admissions are made at the discretion of the management but places are available to anyone in the community who requires day care for their children, whilst they are, primarily, at work. Admissions are available all year round without reference to ability or aptitude.

Once a visit has taken place and an interest is expressed, applications for a place must be made via the Registration Form which is given out at every visit. One form per child will be required.

The completion of a Registration Form does not in itself guarantee an offer of a place, as this will be decided by the available places that we have on offer at that time. Place allocation is a complex matter and some sessions have limited availability which is dependent on the number of full time equivalent places being taken up.

If there are more applications than places available then places will be allocated by the Manager. Full-time and full-day places will take priority over part-time places and sibling places will take priority over new applicants. Where a place cannot be found then children will be placed on a Waiting List.

All new registrations will be acknowledged and the details will be entered onto our database. When a place has been confirmed then the child or children will be booked into the base room for their settling visits as per the agreed schedule. These will preferably take place in the weeks immediately before starting. In emergency admissions then these settling visits may need to be altered to accommodate the child's and parent's needs.

Once a child has started, daily feed back to the parents is made via the key person through verbal daily feedback and via EY Log and this is continued throughout nursery. The child should be entered onto the electronic learning system and observations will begin straight away.

## **Waiting List Criteria**

Children will remain on the Waiting List until a place becomes available. Where we have a waiting list for funded places these will be allocated on the following priority basis: Children who have been eligible for 2 year funding; children who qualify for EYPP; siblings of children in the previous category.

## **Flexible Funded Childcare & Education Offer**

*"Government funding is intended to deliver 15 or 30 hours a week of free, high quality flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities. Parents can therefore expect to pay for any meals offered by the provider alongside their free entitlement. Parents can also expect to pay for other consumables or additional activities offered by the provider, such as nappies or trips. Where parents choose to purchase additional hours of provision, consumables or additional activities, this is a private matter between the provider and the parent."* Operational Guidance June 2018

Children may access some or all of their funded entitlement with us. Children attending 2 settings will have their 15/30 hours split between the settings. The decision about which hours go to which setting is usually, but not always, the choice of the parent. We will advise of our understanding of this if you choose to make such a split.

**15 funded hours** for 2 year olds are available for eligible families (see government criteria on their website), either with or without additional hours. A charge for these sessions is applied at a rate of £5 for a full day or £4 for a morning or afternoon session. This charge is largely for the food that will be provided during your child's time with us but also covers the cost of all the additional resources that your child receives such as nappies, wipes, creams, snacks, drinks, and additional enhancements and resources. Hours can be taken flexibly over a minimum of 2 days, over weeks. Please note though that if attending for funded only hours, this attendance pattern may be changed once 3 yr entitlement starts, as our spaces in our Pre-school rooms are managed term by term. However, we do aim to offer continuity of care for your child at all times.

At the age of 3 years your child is eligible for the universal funded education which we offer flexibly over 50 weeks. We also have some limited places to offer for 38 weeks.

You are not obliged to take up these additional services and you can access your funded only hours at NIL COST over the 38 weeks (see the price list for the time slots available for this option).

**A further 570 hours of extended entitlement childcare are available for eligible families** from September 2017. The eligibility criteria for this is available on the government's website. It is the parent's responsibility to check their eligibility through HMRC and they must provide an eligibility code to the Local Authority prior to being able to take up the extended offer. We offer our '30 hours' in a similar way to our 15 hours as either a term -time only option (38 weeks) or as a stretched contract (over 50 weeks).

We are able to offer limited places at NIL COST for 48 weeks of the year, using our usual admissions criteria. Our various available sessions are shown in our price list. Where you choose to attend all year round then your total funding entitlement will be accounted for on your invoice and shown as a number of hours funded entitlement. The balance relates to the fees for your remaining childcare.

As a rule, for every 5 Full Time equivalent 15 hours Enhanced Offer places we offer 1 NIL COST place. Likewise, for every 5 Full Time equivalent 30 hours places we offer 1 NIL COST 30 hour places. Times of our NIL COST Sessions are shown in our Price Lists. All parents have the same right to access our NIL COST sessions and these will be allocated in line with the rules below.

Should your eligibility for 30 hours change then the company reserves the right to offer you an alternative place, with an altered attendance pattern, based on the Universal Entitlement as places are allocated dependent on the total number of hours in the settings. We will always endeavour to ensure continuity of care for your child in order to support their remaining with the setting but have limited spaces for some sessions.

### **Complaints Procedure for the Government Funded Entitlement**

If you consider that your funded place has not be provided correctly, or the terms of your contract have not been fully explained, then you should make a complaint, initially in writing to the Manager of your setting, who will either handle this directly or pass along to her senior for a response. If you still do not get a satisfactory answer to your complaint within 4 weeks, then you may copy your complaint directly to the Nursery Owner through [office@littlelambsnurserybolton.co.uk](mailto:office@littlelambsnurserybolton.co.uk) and you will receive a response within 2 weeks of it being received there.

If you still consider the complaint has not been dealt with satisfactorily then you may contact the Local Authority in which the setting operates (Bolton) and follow their complaints procedure. It is the responsibility of the Local Authority to ensure we are delivering our funded hours within the national guidelines and whilst we might not

offer our funding in the way you might like to access it, the Local Authority can help you in finding a setting that might better suit your needs, if this is the cause of your complaint.

Ofsted are not concerned with, or have time to deal with, issues relating to funding or fee charges that are made for childcare or education. Their responsibilities lie clearly with the regulation and inspection of the welfare and safeguarding requirements and the children's learning and development.

Any other complaints about funding should be made directly to the Ombudsman or Department for Education via [gov.uk](http://gov.uk) or your local MP.

**Review of Policy** This policy is reviewed annually. Review date – April 2024