

# Admissions Policy & Procedure

1.1 This policy aims to ensure best practice for admission into The Manor House Nursery to enable a maximum number of children to access a place through the delivery of flexible options and supporting parents to access employment or training.

1.2 The Manor House Nursery will ensure that children are admitted to its nursery provision in a fair and consistent manner and in accordance with the published policy and procedure.

## 2. Equal Opportunities/Inclusion

2.1 All children (regardless of race, gender, religious belief or affiliation, intellectual or physical ability, social or cultural background) will have equal access to places at our Nursery. Where oversubscription occurs, places will be allocated in accordance with the oversubscription criteria detailed in section 5.2 below.

2.2 The Manor House Nursery implements equality and inclusion policies relating to the following key legislation:

- Race Relations Act (1976)
- Race Relations Amendment Act (2000)
- Disability Discrimination Act (1995, updated 2005) • Disability and Equality Act (2010) • Sex Discrimination Act (1975)
- Human Rights Act (1998)
- Schools Standards and Framework Act (1998)
- Children Act (2004)
- Childcare Act (2006)

## 3. Early Years Foundation Stage

3.1 The Manor House works within the revised Early Years Foundation Stage (EYFS) which was updated in April 2017. The EYFS provides a quality framework for the integration of care and education for children from birth to the 31 August following their fifth birthday.

3.2 When a child starts at The Manor House Nursery, that previously attended another early years setting, we will ask for documentation of the child's progress within the EYFS from the previous provider or parent \ legal guardian. If Manor House is the child's first provider, an initial assessment will be carried out by gathering information from the parent \ legal guardian.

3.3 The Manor House will work in partnership with other settings the child attends to identify and support their individual play, care and learning needs. Partnership working will also include working together with parents and professionals from other agencies to share information about children's progress and to identify specific needs at an early stage.

3.4 If a child accesses two settings or attends another setting not funded by the free early learning, The Manor House will share records and assessments as appropriate. This will

ensure good continuity of care and education for the child as well as effective communication with parents and other settings.

#### Pattern of Delivery

The Manor House Nursery is open Monday to Friday 7:30 – 6:00pm or 6.30pm if requested in advance.

#### Term Time Contracts

For non-funded children, our Term Time contract is outlined as follows;

Full payment Term time = 40 weeks a year

50% retainer payment noon term time = 12 weeks of the year. Children on a term time contract are entitled to attend half of their full time hours in the holidays and this should be discussed with a staff member beforehand.

e.g If a child attend 4 days a week at £44 a session, a term time contract would be calculated as follows:

$(4 \times 44 \times 40) + (50\% \times 2 \times 44 \times 12) / 12 \text{ months.}$

Children attending on a term time contract will not be entitled to any holiday entitlement, please see contract information for further details.

Children attending all year round are entitled to two weeks holiday over the year starting from their original start date. Holidays must be put in writing at least one month in advance.

For children claiming Free Early Learning, parents have the option to attend term time only – 38 weeks of the year. If a parent wishes to continue their sessions through the school holidays, they have the option of booking into our nursery holiday club.

#### Free Early Learning Places

4.1 Children are eligible to access their free early learning place from the start of the term after their third birthday. There is also an option to working parents who may be eligible to the 30 hours funding. Once eligible, subject to availability of a place, children can start at the beginning of, or during any of the three school terms (autumn \ spring \ summer). Children who are two years old can also find out if they are eligible for the 15 hours of funding by contacting their local authority.

4.2 Children can access between 3 and 30 hours FEL per week based on parental choice and what Nursery can accommodate within its pattern of delivery (see section 6 below). This will enable a child to increase the number of hours per week if the parent feels that their child is not ready to access 15 or 30 hours per week immediately.

4.3 Children may access provision at different times on different days, however the child will not be able to start and finish outside of session starting and ending times. The pattern of attendance must fit in around contracted hours agreed by the parent and Each child's 15 and 30 hours of free early learning can be accessed flexibly and based around each parent's individual needs. Hot meals are available at a cost of £2.50. . If a child is accessing the full 15

hours per week it must be spread over a minimum of two days per week. A child cannot be offered less than three hours in any one day. Since September 2017 children can access the full 30 hours per week provided through government funding for working parents. Children may access provision at different times on different days, however the child will not be able to start and finish outside of session starting and ending times.

4.4 If your child receives funding and you take a family holiday(s) during term-time, only the first 4 weeks of your holiday will be funded by FEL. It is important that you inform the Nursery Office well in advance of your child's absence so that we can record the absence as a holiday.

4.5 If your child is funded we do have to keep an eye on the amount of absences your child has, we do have to report a large amount of absences to the funding team at Derbyshire County Council.

### 5.1 Criteria

- a. A child has the right to attend The Manor House Nursery from anywhere in the UK.
- b. Once admitted to the provision, children may stay until they transfer to a primary or infant school, or the child reaches statutory school age. A place would not normally be removed from a child unless the parent decides they no longer need it.
- c. If, at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once full, applicants will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.

### 5.2 Oversubscription Criteria

The following is the order of priority in which applications should be considered if the provider is oversubscribed.

- a. Children with Special Educational Needs (SEN), any child that has a statement for SEN that names a specific provider must be offered a place there.
- b. Pupils in public care (Looked after Children) who:
  - are looked after at the time an application for a school is made or
  - will be looked after at the time when the child is admitted to school.
  - Previously looked after children who left care under a residence<sup>1</sup> or special guardianship order or
  - were adopted from care under the 2002 Act.
- c. Children accessing The Manor House under 3s provision. Any child who has attended The Manor House under 3s for at least 2 terms prior to admission as these children and families will already be established at the setting.
- d. Children with a sibling at The Manor House. Any child who has a sibling at Nursery, as this will ease pick up and drop off arrangements for parents \ carers.

e. Date of birth priority with oldest children admitted first. This will mean all children have an equal opportunity, regardless of where they live, of accessing provision for a similar length of time prior to compulsory school age.

f. Earliest date of application. If all other factors are equal then the earliest application will receive priority. Children applying for a place at in advance of their eligibility will be placed on the waiting list and the date of their application recorded.

g. Additional hours over and above the 15 hours free early learning will be charged by at £5.20 per hour (rate current at September 2017). Charges are still incurred for additional hours booked if a child does not attend whether or not this is due to sickness, holiday or parental choice. We do not require a one month's written notice from children receiving funding.

#### 6 Pattern of Delivery

The Manor House Nursery is open Monday to Friday 7:30 – 6:00pm or 6.30pm if requested in advance. Each child's 15 hours of free early learning can be accessed flexibly and based around each parent's individual needs. Hot meals are available at a cost of £2.50.

#### 8. Free Early Learning (FEL) Admissions Procedure

8.1 Parents \ carers may apply at any time for a place for their child. All parents \ carers applying for a place will be given a copy of the admissions policy and procedure in force at that time, asked to complete a standard application form and informed of the deadline for submission of the application.

8.2 The admissions policy and procedure and application form will be distributed to parent's \ carers, on request. Application forms from parents \ carers should be submitted to The Manor House.

8.3 Where there are more applications than places, all applications received by the deadline will be considered using the oversubscription criteria only.

8.4 Applications submitted after the deadline will only be considered for admission if the provider is not full or a place becomes available. If a place does not become available, the application will be considered at the deadline for the following term.

8.5 All information given by the parent \ carer must be regarded as confidential, but must be made available to those considering the application (Management).

8.6 Attendance at The Manor House does not guarantee a place at any specific primary or infant school.

8.7 Children are eligible for the free early learning provision from the term after their third birthday. Therefore children can be admitted at the beginning or during any of the three terms (autumn \ spring \ summer) subject to the availability of a place.

Date of Birth of Child	Term in which child is eligible to be considered	Application deadline
1 April – 31 August	Autumn Term	Last day of summer term

1 Sept – 31 Dec	Spring Term	Last day of Autumn term
1 Jan – 31 March	Summer Term	Last day of Spring Term

8.8 The manager will use information about the child's individual play \ care \ learning needs to determine a place.

8.9 Parents may apply for between 3 hours and the total number of hours the setting is open per week (within the operational constraints of the setting). Up to 15/30 hours of this can be claimed as free early learning. Subsequent hours will be charged in line with the nurseries pricing structure. Parents applying for fewer than 15 hours per week must be given equal consideration as those applying for the full 15 hours and the same applies to 30 hours.

8.10 When applying, parents will indicate their preferred times of attendance in line with the options offered by the individual provider. Allocation will be at the discretion of the provider and providers should attempt to minimise vacant sessions whilst maximising the number of children accessing their free early learning.

8.11 If a child attends more than one provider and is claiming for more than 15 hours free early learning The Manor House will resolve the funding dispute with the parent \ carer and the other setting and inform the local authority of the outcome.

8.12 If a parent \ carer chooses to reduce their child's hours (paid for hours) at The Manor House then a 4 week notice period is required for the change to take effect. This doesn't apply for funded children, there is no notice required.

8.13 If a child transfers to a different eligible provider during the term, the funding will be split accordingly.

8.14 Parents will be informed as soon as possible after their application has been considered.

8.15 All children due to start in any particular term will have a start date agreed by parent/carer and The Manor House. The nursery offers all children Two free 2 hour settling in session before the start of any contracted hours.

8.16 Parents must provide nursery with a copy of the child's Birth Certificate or Valid passport to verify the child's date of birth in order to claim the Free Early Learning.