



Admissions Policy

It is the intention of Whitehouse Farm Day Nursery (WHF) to make our provision accessible to children and families from all sections of the community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

At WHF we care for children from the age of 4 months in accordance with our Ofsted registration. The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

Equal Opportunities:

We operate an equal opportunities policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child starting at WHF, parents complete and sign a registration form, enrolment form, medical form, all about me document, parent contract and other permission forms. These forms provide the nursery with personal details relating to their child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor; s contact details, allergies, parental consent and vaccinations etc.

- We will ensure that the existence of WHF is widely known in local communities. Attending annual village meetings, using the local amenities and accessing the local church and social club. We also take part in celebrations in the village for example the annual scarecrow festival.
- We will ensure that the information about the setting and its practices demonstrates how the setting enables children and/or parents with additional needs to take part in the activity of the setting.
- We will ensure that information about our setting is accessible in written form to all, where necessary we will try to provide spoken form, Braille, in more than one language, through signing or an interpreter.
- We will endeavour to be flexible regarding attendance to accommodate the needs of all families.

Waiting List:

WHF operates a first come first serve waiting list. If you are interested in registering your child(ren) you need to specify the age of your child, what sessions you would like and the required start date. We will then check our availability and advise you if a place is available. If a place is not available, we will ask you

to complete a nursery registration form which includes details of your requirements we will contact you as and when a place becomes available. The waiting list will be monitored and reviewed regularly.

The following factors will be taken into consideration in allocating places:

- The age of the child.
- Length of time on waiting list.
- Siblings already attending the setting.
- The vicinity of the home to the setting.

Early Years Entitlement Funding (EYE) from 9 months up to four year olds:

Funded places will be offered in accordance with local authority guidelines in relation to the Early Years Entitlement.

Children that are eligible for the 15/30 hours entitlement can begin to claim this the term after they turn 9 months, their second birthday or their third birthday depending on the early years entitlement that you are claiming if you are eligible.

To obtain your child's 15/30 hours entitlement, you will need to access the best start in life website to check eligibility and obtain the 11-digit eligibility code. Without the code we will not be able to process the funding. Please note that the 2 year olds receiving support funding code may not be 11 digits.

Before claiming your funding, you will be provided with a Parent declaration form and a Parent/ Carer contract which sets out the terms and conditions, these will need to be completed and returned to the Office Manager, along with sight of your child's birth certificate or passport if we do not already hold these on file. You will also be provided with our EYE delivery model, term dates and information regarding meals/snacks and activities and special events. This will allow you to make an informed decision as to whether you would like to opt in or opt out of meals/snacks, activities and special events.

We also ask parents/carers as part of the registration process to sign consent for this information to be maintained by Whitehouse Farm Day Nursery in line with the Data Protection Act 2018 and Ofsted Registration requirement under The 1989 Children Act.

Admissions procedure:

- When enquiring about a nursery place for your child we will invite you to come and have a look round the nursery and answer any questions you may have. We will provide you with all the information needed for you to make the decision on whether WHF is the right nursery for you. The information given includes the nursery fees and session times, opening hours and funding details. You will also be provided with a registration form to complete and return to secure your place along with the registration fee. The registration fee will cover the settling in sessions that your child will attend before their start date. If, however, you are taking a funded only place

with no extra privately paid hours the registration fee will be refunded to you once your child has started nursery. Your child's settling in sessions will then start from when your funding starts.

- Once the registration form has been received and registration fee paid you will receive confirmation of your child's place, and their start date will be confirmed.
- Before starting nursery, we will create an account on our online learning journey- Tapestry where we ask you to complete the 'all about me', this is to provide us with as much information as possible about your child. We will also book in settling in sessions prior to your child starting to help a smooth transition into nursery. The cost of settling in sessions are covered within your registration fee for privately paid hours, if however, you have paid a registration fee for a fully funded place your child's settling in sessions will start from when your funding starts.
- We also provide enrolment forms that need to be completed prior to starting nursery. A selection of policies/ procedures and nursery information are also emailed out to you prior to starting WHF.

Payment:

Fee payment is required monthly in advance by direct debit, cash, or childcare vouchers.

For more information on payment of fees please see our fees and session times document along with our Nursery terms and conditions provided to you when registering your child at WHF.

Tax Free Childcare:

Whitehouse Farm Day Nursery is registered with Ofsted, therefore where appropriate parents/carers can claim tax free childcare information on how to apply for this is detailed in our entrance hall and shared regularly via newsletters and parent mails. Details are also available upon request.

Childcare Vouchers:

Whitehouse Farm Day Nursery is registered with various employee schemes and accepts childcare vouchers. Details are available on request. For more information, please contact the Office Manager.

This policy has been adopted by Whitehouse Farm Day Nursery

Signed on behalf of the setting by:

.....Owner/Manager

Date:

Review Date: