

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 everyone in the community who require day care, before & after school care, holiday club or wraparound care for their children, whilst they are, primarily, at work. Admissions are available all year round without reference to ability or aptitude. We operate an inclusion and equality 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.

Once a visit has taken place and an interest expressed applications for a place must be made via the Registration Form & Parental Agreement, which is sent via EYMan. One form per child will be required. An Administration Fee will become payable when the form is returned, and an invoice will be sent. This fee is still payable even if you are placed on the Waiting List. The Administration Fee is not payable for children taking up a government funded only place and taking no settling visits outside of the funded entitlement, settling visits may be taken during the funded only hours if required. Where no Administration Fee is taken then a Refundable Deposit will be charged at a similar rate. This will be refunded in line with Local Authority Guidelines i.e. within 1 month of the start date, providing no monies are outstanding. If a place cannot be found, then it will be refunded within 2 weeks of our knowing this. If a place is offered but the parent chooses not to take this up, then the deposit will not be refunded.

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 fully flexible places being taken up. We offer 15-hour NIL COST places and 30-hour NIL COST places. Times of our NIL COST Sessions are shown in our Schedule of Fees. All parents have the same right to access our NIL COST sessions, which will be allocated in line with the rules below. Parents who access our NIL Cost sessions agree to comply with our Consumables and Activities Contribution Policy and our Provision of Food Policy. Failure to do so will result in the place being withdrawn.

If there are more applications than places available then places will be allocated by the Manager, firstly to those who have completed the relevant forms and paid their fee or deposit (on a date received basis). Full-time and full-day places will take priority over part-time places and sibling places will take priority over new applicants. Employees children will be considered on the same basis, although to obtain the employee discount no more than two full time equivalents may attend one setting at any one time. Where a place cannot be found then children will be placed on a Waiting List. Where there are multiple applications for a NIL COST



funded place then, subject to the above criteria, these will be allocated firstly to children previously in receipt of 2-year government supported vulnerable children funding, children eligible for EYPP and then on a first come, first served basis.

All new registrations will be acknowledged by email 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 verbally and this is continued throughout nursery. The child should be entered onto the electronic learning system – EYLog and starting point assessment begun straight away.

Waiting List Criteria

Children will remain on the Waiting List until a place becomes available. If we cannot find a place in the timescale required, deposits will be returned.

All applications for places will be added to the waiting list and places are allocated in line with the nursery's planned capacity, staffing arrangements, and operational requirements.

Places are normally allocated three months prior to the intended start date, as follows:

- January start dates – places will be allocated in September of the preceding year
- April start dates – places will be allocated in January of the same year
- September start dates – places may be allocated up to 12 months in advance

Being placed on the waiting list does not guarantee a place. A place is only secured once the nursery has formally offered the place in writing and the parent/carers has accepted the offer in accordance with the nursery's admissions procedures.

The nursery reserves the right to amend allocations where necessary to meet statutory requirements, funding conditions, or operational needs.

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 optional activities. Providers can charge for meals and snacks as part of a free entitlement place and that they can also charge consumables, such as nappies and suncream, and for services such as trips



and specialist tuition. Providers who choose to offer the free entitlements, are responsible for setting their own policy on providing parents with options for alternatives to additional charges.”

Early Education and Childcare Statutory Guidance for Local Authorities, February 2025

Where parents choose to purchase additional hours of provision or additional services, this is a private matter between the provider and the parent. *Operational Guidance*

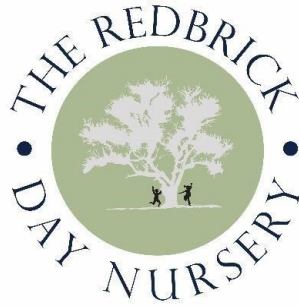
Children may access some or all their funded entitlement with us. Children attending 2 settings will have their 15/30 hours split between the settings. The decision about which hours go to which setting is not always the choice of the parent and does vary by Local Authority. We will advise of our understanding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

Not all our funded sessions are NIL Cost, and we have limited spaces available on this basis. We do not have a specific number of places we allocate at NIL COST as it depends on the take up of other places, the minimum number is 1 and we ensure that we balance our staffing with our numbers and overall attendance patterns, therefore this means we may not always have the session you require.

The term after your child turns 9 months’ if you have returned to work, they may become eligible for 570 hours of funded education which we offer flexibly as an enhanced stretched offer of 570 hours for 51 weeks of the year. If your child is not eligible for funding from 9 months there are two types of 2-year-old funding and it is your responsibility to check which one you may be eligible for through HMRC via <https://beststartinlife.gov.uk/eligibility-checker/>

All parents must provide an eligibility code to us for checking with the Local Authority prior to being able to take up the funding for any child. The code must be received by the nursery and validated prior to the commencement of the term to which it relates. Our nursery receives government funding to support the provision of free early education for eligible children. However, it is important to note that this funding only covers the basic operational costs and does not extend to additional services that are essential for creating a stimulating and enriched learning environment.

Our various sessions are shown in the Schedule of Fees and where parents choose to access an All-Inclusive Package over and above the basic government funded provision, then there is an additional charge that covers additional hours and services. The Additional service cost relating to wrap around care is for the flexible services of drop off and collection within your permitted session times, and we provide as part of your package, all freshly prepared meals (breakfast, lunch, tea and snacks) depending on session type, consumables such as sun cream



and a place guaranteed for every term until your child reaches school age. You are not obliged to take up these additional services and it is not a condition of accessing a funded session. You can access your fully funded hours at NIL COST over the 51-week sessions as shown in our Schedule of Fees. Any additional hours outside our funded delivery are charged for but if you are attending all year round then we ensure your funded entitlement is accounted for on your invoice as a number of hours which equate to your 'free' entitlement from the government and the balance relates to the fees for your remaining childcare, as shown in the Funded Sessions sheet. Additional services are shown as a monthly cost and are invoiced monthly over a period of 12 months.

A further 570 hours of extended entitlement childcare are available for eligible families and the eligibility criteria for this is available on the government website. It is the parents' responsibility to check their eligibility through HMRC and they must provide an eligibility code to us for checking with the Local Authority prior to being able to take up the extended offer. We offer our '30 hours' as 1140 hours stretched over 51 weeks of the year, giving an average of 22 hours per week. We are able to offer places at NIL COST, as shown in our Schedule of Fees, subject to our usual availability. We do not offer 30 hours places over a 38-week Term. 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. This equates to your 'free' entitlement from the government and the balance relates to the fees for your remaining childcare, additional services and enhanced consumables.

Although the managers may receive notifications when the code has gone into the grace period, it is the parents' responsibility that they renew their code.

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 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 been 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 Operations Director through admin@theredbrickdaynursery.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 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 Local Authority, Ombudsman or Department for Education via gov.uk or your local MP.