



64. Admissions and Waiting List Policy

Admissions are made to ensure that the 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 and after school care and holiday club provision.

Once a visit has taken place and an interest expressed, applications for a place must be made via the Registration form and Parental Agreement, which is given out at every visit, one form per child will be required. A registration fee will become payable when the form is handed in. This fee is still payable even if you are placed on the waiting list. The registration 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. Where no registration fee is taken then a refundable deposit will be charged. This will be refunded in line with the Local Authority Guidelines or within two weeks of leaving the setting, providing no monies are outstanding, whichever is sooner. If a place cannot be found then it will be refunded within 2 weeks of 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 the 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 the time. Place allocation is a complex matter and some sessions have limited availability. The setting will offer a minimum of four fully funded free spaces per term. Times of our nil cost session are shown in our Fee Structures. All parents have the same right to access our NIL cost sessions and these will be allocated in line with the rules below.

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. Employee's children will be considered on the same basis. Although in order to consider the employee discount no more than three full time equivalents may attend the setting at any one time. Where a place cannot be found then children will be placed on a waiting list. Where there are multiple applicants for NIL COST places then, subject to the above criteria, these will be allocated on a first come first serve basis.

All new registrations will be acknowledged in writing 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 database room for their settling in visit as per the agreed schedule. These will preferably take place in the weeks immediately before starting. In emergency admissions then these visits may need to alter to accommodate the child's and parent's needs.

Every child registered with the setting will be allocated a Key and Co- Key person, who will be responsible for setting up a Learning Journey for the child. Observations on the child will begin immediately by the key person so a base line development assessment level can be made.

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 then Registration Fee or Deposits will be returned.

Flexible Funded Childcare and 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 cost of meals, other consumables and optional activities. Providers can charge for meals and snacks, consumables and optional activities as part of the free entitlement delivery, as long as parents are not required to pay as a condition of taking up their child's free entitlement place. Where parents choose to purchase additional hours of provision or optional activities, this is a private matter between the provider and the parent”
Operational Guidance April 2017.

Children may access some or all of their funded entitlement with us. Children attending 2 settings will have their 1140 hours split between the settings. The decision between which hours go to which setting is usually the choice of the parents.

Not all of 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 the other places, but we have to ensure that we balance our staffing with the numbers and overall attendance patterns, therefore this means we may not always have the session you require.

15 funded hours for 2 year olds are available for eligible families (see government criteria on their website), either with or without additional hours. Hours can be taken flexibly over a minimum of two days over 38 weeks. Please note that if you are attending for funded hours only, this attendance pattern may be changed once 3

year entitlement starts. The nursery will endeavour where possible to offer continuity of care.

The term following your child's 3rd birthday means they will be eligible for the universal 570 hours of funded education, which we offer flexibly over 52 weeks of the year (11 hours per week). We also have some limited places to offer for 38 weeks (15 hours per week). Our various sessions are shown in the tables in our Fee Structure and where parents choose to access an Enhanced offer, over and above the basic government funded provision, there is an additional charge that covers these additional services. These services include but are not limited to snacks, lunches, trips outside the nursery, parties for the children, equipment or gifts that the children take home such as Mothers or fathers Day and other such specific activities that the nursery buys in specially for children. 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, where no additional services wish to be taken i.e. meal packages parents must provide healthy breakfast, snacks, and teas clearly labelled with the child's name. 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 usually, but not always, as a numerical sum. This sum equates to your 'free' entitlement from the government and the balance relates to the fees for your remaining childcare, as shown in the Fee Structure, plus any monies outstanding carried forward. Your invoice may vary each month due to the number of sessions attending in the month.

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 us for checking with the Local Authority prior to being able to take up the extended offer. We only offer our '30 hours' as 1140 stretched over 52 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 Fee Structure, subject to our usual availability. We do not offer 30 hour places over the 38 week terms. Our various available sessions are shown in our Fee Structure. Invoicing and funding will be handled that same way as described above.

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 setting. We will always endeavour to ensure the continuity of care for your child in order to support their remaining time at the setting but have limited spaces for some sessions.

Grace periods have been put into place to support families where their circumstances and therefore their eligibility might change. These are:

Validity end date	LA audit date	Grace Period End date:
1 Jan- 10 February	11 February	31 March
11Feb-31 March	1 April	31 August
1 April- 31 March	27 May	31 August
27 May- 31 August	1 September	31 September
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

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 La Petite Academy Ltd, who will either handle this directly or refer it to the Managing Director for a response. If you still not get a satisfactory answer to your complaint within 4 weeks, then you may send your complaint directly to the owners of the nursery MR & Mrs D J Pickering and you will receive a response within 2 weeks of it being received.

If you consider the complaint not to be dealt with satisfactorily then you may contact the Local Authority and follow their complaints procedures. 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 a 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 any 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 or your local MP.

Next Review Date: September 2019

As part of your child receiving FEEE you are now required to complete a parental contract form. It is vital that you read and understand all sections including the attached fee structure. The form MUST be returned no later than the specified date on the form.

Please sign below to confirm your understanding of the admissions and Waiting List Policy along with the Fee structure and Parental contract.

I have read the Admissions and Waiting List Policy and understand it fully.

I have read the parental contract and understand its terms and conditions.

I have read and understand the cost of my child's funding and fees payable

Child's Name:

Funding being accessed (please circle)

2yr old

3&4 yr old

Signed:

Date:

Print: