

3. Admissions Policy (including Government Funded Entitlement Places)

At La Petite Academy we care for up to 140 children on roll between the ages of 3 months and 5 years, with children up to 11 years attending the morning/after school/holiday clubs.

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. At present we take up to 58 children per day across our 3 age-grouped rooms.

The nursery uses the following admission criteria, which is applied in the following order of priority, providing that all relevant forms have been completed and required fees paid:

1. Staff children.
2. Full time/full day sibling places.
3. Full time/full day local area places.
4. Full time/full day out of area places.
5. Part time/part day sibling places.
6. Part time/part day local area places.
7. Part time/part day out of area places.

Additionally, at the manager's discretion, priority may be given to:

1. Looked after children.
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery.
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support.

All admissions are dependent upon current occupancy, staffing and room capacity. We operate a waiting list, and places are offered on an availability basis only. Where there are multiple applicants for a place, then subject to the above criteria, these will be allocated on a 'first come, first served' basis.

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 their parents.

Prior to a child attending nursery, parents must complete and sign a session agreement contract and registration form. These forms provide the nursery with personal details relating to the 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, health visitor contact details, allergies, parental consent and vaccinations etc. These forms are a binding contract to formally apply for a place for each child and an agreement to abide by the nursery's policies, terms and conditions. A child's place at the nursery is dependent on these being followed by all adults involved with the child's nursery care.

The non-refundable registration fee is payable when the forms are handed in, children will not be placed on the waiting list, offered settling-in sessions or given a start date without the appropriate fees being paid. Fees are currently: £100: First child starting with us.

£25: Per subsequent child starting with us (as long as one other sibling is on roll at the time of registration), term time only children taking funded hours only with an 11-digit 'working parent' code.

There is no registration fee required for 2 year old children with a 'flying start' 6-digit code or 3 and 4 year old children where these families are taking 15 funded hours term time only at the time of registration.

Where children are attending term time only for their government funded hours, and not taking any additional wrap around care, their settling in sessions will take place during the first week of funded care. For all other children, settling in sessions will take place the previous week. Please refer to the Transitions policy for more information.

If a place cannot be found, and parents do not wish to remain on the waiting list, then the fee will be refunded within 2 weeks of their decision being received in writing. If a place is offered but the parent does not wish to take it up, then the fee will not be refunded.

The completion of the forms and payment of the fee does not in itself guarantee a place at the nursery, as this is informed by the criteria above. Place allocation is a complex matter, and some sessions have limited

availability. Parents should be aware that it will take at least 2 weeks to organise a child's place and settling in sessions at the nursery.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding must offer the funded places for 9 months to five-year-olds for early learning sessions specified by the local authority. At La Petite Academy we currently provide government funded places for children from the term after they are 9 months old; this is subject to availability. These places will be allocated on a first come, first served basis and are booked a term in advance through completion of the Funded Early Education Entitlement (FEEE) form. Please note for the admissions of the government funded nursery education places we have a termly intake, beginning the term following your child turning 9 months old. Parents will need to complete a FEEE form each term to request their sessions and provide the nursery with their flying start or working parent code, as applicable. Parents who do not qualify for a code, or let their code lapse, will be liable for full charges or limited to 15 hours term time only funded care from the term after their third birthday.

It is the parents' responsibility to check their eligibility through HMRC (working parent codes) or their Local Authority (Flying Start codes) and provide the appropriate code to us for checking with the local authority prior to being able to take up their child's place as well as ensuring re-validation by the end of each term. The nursery accepts no liability for loss of funding and/or place at the nursery should parents fail to comply.

Should forms not be completed, or codes revalidated, in time, then the nursery reserves the right to withdraw a child's place and/or offer alternative session times/days to those previously agreed. Any hours taken which are not funded, will be at the sole expense of the parent.

All funded sessions are in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible within availability and staffing arrangements, we will accommodate your wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

Fee Schedules and Funded Packages

We take children on three different funded packages:

38 weeks (15/30 funded hours per week): Derby City school term time minus 1 week (usually at the end of the summer term)

47.5 weeks (12/24 funded hours per week): no attendance/charge for 4.5 weeks each year as set by the nursery and stated on the fee schedule (usually within school holiday periods in April, August and December).

52 weeks (11/22 funded hours per week): full year care, subject to the stretched offer pro-rata guidance for children starting their stretched offer in Spring or Summer terms (see below).

Term time care is one week less than schools due to 5 school INSET day closures across the year. The Local Authority sets the maximum number of funded weeks available per term, and these are communicated in the nursery newsletter or available from the nursery office on request.

All sessions requested must be taken from our 'fee schedules'. The nursery does not operate 'bespoke' sessions. All sessions must be paid for by the first day of the month to which the invoice relates. All invoices are charged as 'calendar monthly' meaning that they will fluctuate based on how many sessions are taken each month.

Where children are already attending the setting prior to starting on a funded package, we will endeavour to meet parental preference over any changes to sessions or the number of weeks attended in the year once they become funded, however this cannot be guaranteed, and children may have to remain on their current package until the requested place becomes available.

As the nursery is open for 52 weeks per year, the number of 38-week, term time only funded packages are limited to 5 x 30 hours (9am to 3pm, daily) and 5 x 15 hours (9am to 4:30pm twice a week). Where requested places are unavailable, a waiting list will be operated as above.

Stretched Offer Pro-Rata Guidance

Children are limited to receiving either 570 hours of funding per year, or 1140 funded hours per year depending on their entitlement. Those on a stretched package may have to have an adjustment in their claimed weeks to prevent more funding being claimed than allowed.

This means that for funded children on a 47.5 or 52-week stretched package born between 1st September and 31st December there are three paid for weeks between 1st January and 31st August, and for children born between 1st

January and 31st March, there are two paid for weeks between 1st April and 31st August.

The specific weeks will be determined each year to align with holiday periods where possible, usually in August. Dates will be communicated in advance to parents via the nursery newsletter and/or a direct email, and where parents do not wish to pay for these weeks, they may keep their child at home for these periods. Parents must inform the nursery of their intentions in advance so that the correct invoice can be raised.

Children born between 1st April and 31st August are not affected by this clause as their funding starts in line with the academic year.

Where children are not entitled to any funding, they will attend on a 52-week package only.

Each package has a fee schedule, updated annually, relating to each funding age band. As the Government is currently funding different ages at different rates, charges will vary depending on the age of the child as we endeavour to pass on any savings we make through this to parents in the younger age groups who are funded at a higher rate. Please refer to our current price lists for more information and to see how the calculations have been made. Invoices state the package currently being taken (38/47.5/52) including the age group (0-2/2/3-4) whether fully funded, part funded or fully paid, and number of funded hours per session (eg 10/6/5).

Children with 30-hour funding may access some or all of their entitlement with us. Children attending an additional setting will have their 1140 hours split between the settings. The decision as to which hours go to which setting is a decision for the parent and recorded on the termly FEEE form.

Fully Free 'Nil-Cost' Places

These places are where parents provide children's food, crockery/cutlery and all consumables and only attend for their funded hours for 38 weeks per year. Failure to provide the above will result in parents being charged for items provided by the setting as per the list provided to parents when taking up a place. After 2 charges have been made, parents will be required to move onto a meal/consumables payment place or receive 4 weeks' notice to leave the setting.

Food provided by the parent must meet the standards contained in our Nutrition and Mealtimes policy. The nursery reserves the right not to serve food which is sent in by parents but is unsuitable, for example grapes which have not been quartered (as these present a choking hazard), anything containing nuts, fizzy drinks or sweets. Consumables include, but are not limited to, nappies, baby wipes, nappy sacks, liquid paracetamol, toothbrush and toothpaste (for Pre-School children only) and sun cream.

Parents who wish to request a fully free place need to do so in writing to the manager, giving four weeks' notice on their current place where applicable.

Additional Charges and Wrap-Around Care

Government funding is not intended to cover the cost of meals, other consumables and optional activities. Providers can charge for these things as part of the funded entitlement delivery. Where parents choose to purchase additional hours of provision or optional activities, this is a matter between provider and parent.

Where parents choose to access an enhanced offer, over and above the government provision, there are additional charges for these additional services. Such as, but not limited to, the provision of baking activities, trips outside of the nursery, parties for the children, resources for gifts that children take home (e.g. Mother's/Father's Day, Christmas), and activities 'bought in' by the nursery such as Boogie Beats.

You are not obliged to take up these additional services. If parents do not wish to pay for the additional service, then their child will not be able to take part.

There is a 'wrap around' fee schedule which parents can purchase as an ongoing part of their child's care, or as an ad-hoc addition should they require more time in the setting over and above their usual hours.

Leaving the setting

When term time only children are leaving to move onto school, their place will be automatically terminated at the end of the summer term. For children who are on stretched funding or pay for additional hours, their place will be terminated the week before 1st September, when funding finishes. If you wish your child to attend past these dates, or finish before these dates, then you must give 4 weeks' notice in writing. Specific dates each year are communicated to parents via the nursery newsletter.

Where parents wish their child to leave the setting at any time prior to this point, 4 weeks' notice is required in writing and all fees due are to be paid in full at this point in order to continue receiving care during the notice period.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>17/5/25</i>	<i>Carol Daly</i>	<i>30/4/26</i>