

5. Admissions Policy

EYFS: 3.28 – 3.31, 3.55, 3.58

At La Petite Academy we care for up to 140 on roll children between the ages of 3 months and 5 years, with children up to 11 years of age attending the morning/after school and 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 three age grouped rooms, subject to staff availability.

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

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

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.

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.

Where a place cannot be found then children will be placed on a waiting list. Where there are multiple applicants (including for nil cost places) then, subject to the above criteria, these will be allocated on a first come, first served basis.

Prior to a child attending nursery, parents must complete and sign a registration form which is a binding contract to formally apply for a place for each child and an agreement to abide by the nursery's terms and conditions. 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. Parents will also complete a session agreement form, which identifies the sessions that they are requesting. The nursery does not operate 'bespoke' sessions. All children will be allocated a session as per our fee schedules.

A registration fee may 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-in visits outside of the funded entitlement, settling-in visits may be taken during the funded only hours. If a place cannot be found, then the fee will be refunded within 2 weeks of this being identified should a parent wish to remove their child from the waiting list. 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 informed 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 nil-cost spaces per term. The times of our nil-cost sessions 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 above.

All new registrations will be acknowledged, 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 2 settling in visits as per the agreed schedule. These will preferably take place in the weeks immediately before starting. All new places will be acknowledged in writing and a welcome pack provided.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the code of practice) must offer free (nil-cost) places for two/three to five-year olds for early learning sessions specified by the local authority. At La Petite Academy we currently provide free funded places, available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance.

Nil-cost places are restricted to four per term at present. Parents must make a request in writing to the manager for consideration for a nil-cost place, in advance of the term when they would like this to commence. Being given a nil-cost place for a term does not guarantee a nil-cost place in future terms, although the nursery will try to accommodate this where possible.

Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's second/third birthday as appropriate.

All funded sessions are now 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 with 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.

"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.

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 per year (15 hours per week) or over 52 weeks (stretched to 11 hours per week) with wrap around costs. Please note that if you are attending for funded hours only, this attendance pattern may be changed once 3-year entitlement starts.

The term following your child's 3rd birthday means they will be eligible for the universal 570 hours of funded education, which we offer over 38 weeks (15 hours per week) per year or 52 weeks (stretched to 11 hours per week) with wrap around costs.

Our various sessions are shown in the tables in our Fee Structures 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, dinners 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 funded' 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 (see government criteria on their 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. All 30-hour entitlement codes must be re-validated by the end of each term for the next term, and a new FEEE form completed for the setting. We offer our '30 hours' as 1140 stretched over 52 weeks of the year, giving an average of 22 hours per week, or over the 38 weeks (30 hours per week, term time only). Our various available sessions are shown in our Fee Structure. Invoicing and funding will be handled in the same way as described above.

Children, with 30-hour funding, may access some or all 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.

Please Note: If your child is receiving 30 hours funding on a stretched package (i.e. 22 hours per week, all year) then we may have to adjust the claimed for weeks to ensure that only eligible hours are claimed, to a total of 1140 across a full, academic year. This means that for children 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. Dates will be communicated in advance to parents via the nursery newsletter, 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.

Should your eligibility for 30 hours change (i.e. you are no longer eligible or you do not revalidate your code each term) 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 May | 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 |

Although the nursery endeavours to remind parents of the need to revalidate their 30-hour code and complete FEEE funding forms every term within a given

timeframe, it remains the parents' responsibility to do so, and 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 in time, then the nursery reserves the right to withdraw a child's place and/or offer alternative session times to those requested.

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. If you do not get a satisfactory answer to your complaint within 4 weeks, then you may send your complaint directly to the Directors of the nursery (Mr D J & Mr A 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.

Please note that this policy will be updated regularly over the next 18 months in line with the Government's commitment to provide funded places for all children from the age of 9 months to 5 years by September 2025.

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|-----------------------------------|--|------------------------|
| <i>7/6/2023</i> | <i>C. Daly</i> | <i>30/05/2024</i> |