



Nursery Admissions Policy

September 2020



Admission Policy

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Little Owls Nursery is open 48 weeks of the year from 8 a.m. - 6 p.m. Parents may use their free Universal 15 or Extended 30 hour entitlement the term after their 3rd birthday or for those entitled to 2yr funding the term after their 2nd birthday; additional hours can be booked at the given session rate.

The 15 hr free entitlement can be used 38 weeks per year or spread across 48 weeks at 10 hours per week.

Every endeavour will be made to take account of session preferences; however it may not always be possible to choose your sessions due to availability.

We are an equal opportunities setting and a copy of our Equalities & Special Educational Needs policies are available on the website.

30hr Free Childcare (Extended entitlement):

Please note that the 30 hour offer consists of 15 hours Universal entitlement and a top up of 15 hours Extended entitlement; if you become ineligible for continuing extended hours your funded hours would reduce to 15 hours. The Extended hours are dependent on you continuing to earn the required amount.

The number of 30 hour places we have to offer will be at the manager's discretion in order to ensure sustainability of the nursery.

We are offering the Extended entitlement to families who meet the Government criteria and can present a valid code. You will need to **book your Extended entitlement over 48 weeks per year**. Please note it is your responsibility to renew your codes on time (they are time limited) to ensure a continuing place at nursery.

We are offering 30 hours in any combination of the following sessions: 5 or 10 hour sessions; 8 a.m. - 1p.m., 1p.m. – 6 p.m. or 8 a.m. – 6 p.m.

You will need to spread your 30 hours across the 48 weeks we are open, claiming 23.75 hours free per week (1140 hours free per year) and pay £31.25 per week for 30 hours booked; £6.25 per week for 25 hours booked (1140 hours free per year) & no charges for 20 hours booked (960 hours per year). Additional sessions booked over and above the 30 hour entitlement are charged at the session rate.

Statement of intent

It is our intention to make Little Owls Nursery accessible to children and families from all sections of the local community.

Places are allocated immediately where there are existing spaces. Children who have registered in advance will be offered available spaces in the half term period before they are due to start.

Applications received after the beginning of this half term will be allocated on a first come first served basis until we are full and then places will be allocated in accordance with the following over-subscription criteria:

1. Children who are Looked After
2. All children not accommodated from the previous terms waiting list

3. Children eligible for the 2yr old funding scheme, children with a high level of need having been referred by a Social Worker, Health professional, Pre-School Specialist Support Teacher, Special Needs Officer or the Traveller Referral Team
4. Children with a sibling in Nursery
5. Children requiring full Nursery where spaces allow **
6. First come first served

** Where places cannot be allocated, your child's details will be added to our waiting list. This will be arranged in strict order of the admissions criteria, not according to the date of application.

Where children hold equal status according to the admission criteria, the position allocated on the waiting list will be of the date of application.

A pupil may be refused admission only if the Nursery is full to the admissions limit or if the child is not of the appropriate age. There is no right of appeal against the refusal to award a place in Nursery, since there are statutory criteria governing adult: pupil ratios that cannot be over-ridden.

Siblings are defined as children living in the same family unit, whether or not they are blood-related. This does not include blood-related brothers or sisters who live in separate homes.

Parents are required to provide proof of the child's date of birth and home address. Evidence may be submitted in the form of the child's birth certificate or passport/identity card.

A child's home address is defined as the address where he or she resides with an adult with parental responsibility for the majority of week-day nights. In cases where a child spends equal time living in two different homes, the address that is most favourable to the application will be considered as the home address.

Families knowingly attempting to register their child at more than one setting for more than their 15/30 hours free entitlements may have their place withdrawn.