



*Flourish*  
**FEDERATION**  
*Believe, Achieve, Belong*



# All Saints Nursery Admissions Policy



## The Flourish Federation Vision

*To inspire everyone to flourish, grow and learn in a safe and spiritually rich environment.*

## Built on the strong foundations of Matthew 7:24

*Everyone then who hears these words of mine and does them will be like a wise man who built his house on the rock.*

Our Federation’s vision, ethos and Christian values underpin and thread through every aspect of our work across our Federation. Our work helps us on our collective journey to achieve our vision for all in our Federation community.

<b>This policy was ratified by Flourish Federation Governing Body on:</b>	<b>18<sup>th</sup> October 2022</b>
<b>This policy will be reviewed by Flourish Federation Governing Body on:</b> (unless earlier review is required to adhere to statutory requirements/changes in procedure)	<b>September 2023</b>
<b>Policy Version:</b>	<b>V1</b>
<b>Signed by the Chair of Governors:</b>	
<b>Signed by the Executive Headteacher:</b>	

## Our Values



## Introduction

Our day care facilities provide care and education for children aged 2-5 years and children 5-11 years. We aim to provide a stimulating, friendly environment where every child's needs are met and development is nurtured. The care facilities are open to all children and their families regardless of religion, ethnic orientation, sexual orientation, social background, gender, disability and development.

We strive to accommodate any child from any area, however preference will be given to those children in our setting's reach area who are also in the catchment area of All Saints Primary School.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the funded entitlements. A copy of this documentation will not be retained, but maybe requested again at a later date.

### Early Education is offered within the national parameters:

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

Early Education is offered to families during term time only. The funded hours can be claimed between Monday and Friday between the hours of 8.00am – 5.00pm. Additional hours attended out of your child's funded entitlement, will be charged at the hourly rate of £6.00. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working patterns.

### Funded and non-funded sessions can be used during the following hours:

Age of child	Sessions (3hr)	Session (3hr)	Session (4hr)	School day (6 hrs)	Extended day (9 hrs)
<b>Two year</b> 15 hours universal funding	9am - 12pm	12pm - 3pm	9am – 1pm	9am - 3pm	-
<b>Three &amp; four years</b> 15 hours universal funding	9am - 12pm	12pm - 3pm	9am – 1pm	9am - 3pm	8.00am - 5pm
<b>Three &amp; four years</b> extended 30 hours funding	9am - 12pm	12pm - 3pm	9am – 1pm	9am - 3pm	8.00am - 5pm

### Can my child attend outside the funded sessions I am entitled to?

Yes, your child can also attend outside of the normal funded sessions; additional hours will be charged the hourly rate of (£6.00) or half-hourly rate of (£3.00). Options outside of funded sessions:

Extra Provision offered	Session	Hourly rate
Nursery breakfast club (if not using funded hours)	8am - 9am (1 hr)	£6.00
Nursery breakfast club (if not using funded hours)	8.30am - 9am (½ hr)	£3.00

### We give priority to 2-5 year olds that meet the following criteria;

- Children with additional needs.
- Children within the area that are being looked after.
- Children who are eligible for early years funding (including 2 year old funding) and live within the setting's reach area and that of All Saints Primary School and do not have a good quality pre-school provision local to their home.
- Children who have siblings attending the setting.
- Children who are under the age for early years funding but live within the Setting's reach area and that of All Saints Primary School and do not have or already attend a good quality preschool provision local to their home.

We aim to identify all children that may be eligible for any additional funding such as EYPP, DAF, SEND, inclusion fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

### At All Saints Nursery, Stibbard we aim to:

- Work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.
- Ensure that the existence and accessibility is widely known in all local communities. We will liaise with local schools, other children's centres, and local newspapers where all sectors of the local community can see, in more than one language if required.
- Arrange our waiting list in order of date application (depending on spaces available for the age of

the child), with no discrimination.

- Keep vacant places available for emergency admissions or funding children starting in the term.
- Make everyone aware of our equality of opportunities policy.
- Consult and liaise with parents and carers to find out their needs and accommodate them, providing these do not disrupt the pattern of continuity in the setting that provides stability for all our children.
- Always try to be supportive and flexible to all children's and parent's individual needs and requirements.

### **Important information about All Saints Nursery, Stibbard:**

- We have a **NO** mobile phone policy within the setting, with notices on both entrance doors and throughout the nursery building displaying this.
- Parents are asked to fully complete and jointly sign (if applicable) an enrolment form giving us all the information we need to care for their child, this includes contact details for all adults involved in the care of their child i.e. parents/carers, grandparents, a relative or a friend.
- If someone other than the persons given permission on the enrolment form collects then a password must be given if the adult is unknown.
- We ask for four weeks' notice for reducing sessions or cancellation of a child's place. (Ref to charging policy)

### **Breakfast and After School club**

Our out of school club will give preference to children that meet the following criteria:

- Children that attend All Saints Nursery and All Saints Primary
- Children who have siblings attending Nursery or the After School Club
- Children that are in the setting's reach area but do not attend All Saints School.

Parents are asked to complete a registration form on booking their child into the clubs. Once this form has been completed parents/carers must give one week's notice to change a session.

### **Withdrawal of a place**

We reserve the right to withdraw a child's place in the event of outstanding fees. If parents are experiencing financial difficulties a meeting with the Nursery Manager may be arranged to discuss a payment plan.