

# Admissions Policy

## AIM

**Knowle Nursery team endeavour to have clear policies and procedures to describe the setting in a clear and fair way that welcomes both fathers and mothers, other relations and other carers, including child minders and people from all cultural, ethnic, religious and social groups with and without disabilities.**

- Once a parent/carer has chosen the Knowle Nursery, parent/carer will be required to complete registration form, permissions form, collection form and an all about me/my child form. The parent/carer to bring their completed forms along with their Health Visitors red book on their first visit. Parent/carer will be given a copy of policies, dates for visits, starting date and useful information for parents/carers. Invoices will also be issued prior to a child starting at the setting.
- We are registered for children aged from 2-5 years old. However, it is expected that children will leave us in the July after their 4<sup>th</sup> birthday to attend main stream school. It would only be exceptional circumstances that a child would remain with us in the September after their 4<sup>th</sup> birthday.
- We operate a waiting list system and generally it is a first come basis. Priority will be given to siblings of children currently attending Knowle Nursery and only if the sibling is registered with Knowle before the older child leaves. Siblings of children joining the Knowle when the term has already started will not have priority over siblings already on our waiting list.
- Once a place has been offered with start date and a parent/carer does not wish to take up that place, Knowle Nursery may offer that place to someone else, that child will then remain on the waiting list, however, that place may be lost as there is a limit of the number of children in each group. This group size will depend on ages of the children at any time, in order to comply with the ratio.
- 2-3 year olds will be in the Rabbit or Hedgehog group. These sessions operate from Monday to Friday 09:15 – 12:30. However the older Hedgehogs can stay for lunch on Wednesdays and Thursdays until 14:00 in the Autumn term and then until 15:00 in the Spring and Summer terms.
- 3-5 year olds will be in Badger group. These sessions operate a Monday, Wednesday and Thursday 09:15 – 14:00 OR 15:00 and Tuesdays and Fridays 09:15 – 12:30.
- It is possible to bring your child early (early drop off) at 9am. If this will be a regular occurrence you will be invoiced for this. If you would like to do this occasionally then you can pay £2.00 on the day, at the door.
- If the Knowle had to close due to unforeseen circumstances the owner, manager or deputy will inform parents/carers when the building is reopened, except in bad weather then this information will be the same as Park Mead on [www.surrey.schooljotter.com/parkmead](http://www.surrey.schooljotter.com/parkmead)

If the nursery is closed for more than two days then replacement days will be offered if there is adequate space and staffing. No refunds will be given.

- Children's Centre

We have strong links with the Sure Start Children's Centre and they will inform us of families that may be interested in a place or require additional support. Should children not meet FEET eligibility then there may be other options locally available to assist with financial support.

- Free Entitlement for Two Year Olds

We are a registered FEET provider and parents are informed when they make an initial enquiry and it is also stated on our website. We offer up to 5 FEET places a year but this is alongside our general admissions are not held open and we point parents in the direction of the local Children's Centre who will assist with eligibility criteria. There is no deposit required to secure a FEET place just a completed reservation form.

- Early Years Pupil Premium (EYPP) is additional funding for disadvantaged 3 and 4 year olds who are already receiving Free Entitlement funding. There are a list of criteria outlined in the below link – Parents are given information about this when their Free Entitlement commences and regularly asked if circumstances have changed.

<https://www.gov.uk/guidance/early-years-pupil-premium-guide-for-local-authorities>

Should we have a child/children who are eligible for the funding we will invest the money in above ratio staffing and resources. We will put a tailor made plan in place to outline how we have specifically apportioned the funding. If necessary we will seek advise from external agencies/our Surrey advisor.

We will present the paperwork to parents when the free entitlement commences to see if they are eligible – appendix 1.