

Admissions Policy

At Little Pumpkins Nursery, it is our aim to ensure we are meeting the needs of parents and carers. It is the Nursery's intention to make itself accessible to all sections of the local community; we aim to ensure that all sections of our community have access to the Nursery through open, fair and clearly communicated procedures, and in order to accomplish this we will:

- Place advertisements for the Nursery in areas where all sections of the community can see it. This will ensure the Nursery is as widely known as possible
- Provide information in clear, concise language, whether written or in spoken form
- We base our admissions policy on a fair system
- Monitor the gender and background of all new children joining the Nursery to ensure there is no accidental discrimination
- Ensure that we do not discriminate against a child with a disability or refuse a child entry to our Nursery because of any disability
- During the settling period, we will ensure that families are welcome in the Nursery for as long as it takes their child to settle
- We take action against any discriminatory behaviour by staff or parents. Displaying of openly discriminatory and possibly offensive materials, name-calling, or threatening behaviour are unacceptable on or around the premises and will be dealt with in the strongest manner

Criteria

- Lone-parent families
- One parent working full time claiming Working Families Tax Credit
- One parent working more than 16 hours, claiming Working Families Tax credit
- Referrals from outside agencies
- Parents in higher/further education/ job-related training
- Parents accessing New Deal
- Parents accessing Care to Learn
- Parents working full time

All places are allocated on availability within the appropriate age group. It is the parent's responsibility to keep the Nursery informed of any changes to their care requirements; this is explained to parents at the time of completing the child's application for a place.

The admissions policy is enforced alongside the nurseries Equal Opportunities Policy.

The Nursery Education Grant can be applied for the term after the child's third birthday, covering 15 hours of childcare over 5 x 3 hour sessions/3 x 5 hour sessions. This will be reflected weekly in the fees payable. Parents are reminded that the funding is over a period of 38 weeks during term times only.

Waiting List

A place may be reserved once pregnancy has been confirmed by filling in an application form and getting put on the waiting list. For older children, parents/carers may apply at any time. Parents will be contacted near their start date to inform of availability of sessions and, where applicable, arrange pre-visits and a time for the parents to complete registration forms and other necessary paper work.

Registration Fees

The Nursery requires a £70 registration fee to secure a place; this fee is non-refundable.

Registration Form

Children will be registered when the registration form has been completed. Information will include:

- Family name
- Date of registration
- Date of birth
- Address
- Names of parents/carers
- Telephone numbers of parents/carers/Emergency Numbers
- Day care requirements
- Health and dietary detail if any
- Copy of Birth Certificate
- Health Visitor

Additional Letters

Parents requiring additional letters from the Finance Officer will be charged £5.00 per letter onto headed paper.

College Students

Should a parent wish to maintain their child's Nursery place at Little Pumpkins Day Nursery during the college holidays, they will need to pay a retainer of 50% of the booked Nursery sessions.

Please Note: This percentage will be periodically reviewed in line with the Nursery financial planning.

If a retainer is not maintained and the parent wishes to use the Nursery in the following academic term/year, they will need to reapply for their child's place. The Nursery will make every effort to accommodate the return of a child in the following academic term/year. However, we **cannot** guarantee that the place will be available.

If a parent is not paying the retainer fee for the holiday period, they will need to give one month's written notice as termination of their child's place – as laid out in the terms and conditions signed on the child's registration.

Last updated February 2020