

Admissions Policy & Procedure

1. Policy Statement

1.1 This policy aims to ensure best practice for admission into Just for Kidz Nursery to enable a maximum number of children to access a place through the delivery of flexible options and supporting parents to access employment or training.

1.2 Just for Kidz Nursery will ensure that children are admitted to its nursery provision in a fair and consistent manner and in accordance with the published policy and procedure.

2. Equal Opportunities/Inclusion

2.1 All children (regardless of race, gender, religious belief or affiliation, intellectual or physical ability, social or cultural background) will have equal access to places at Just for Kidz Nursery. Where oversubscription occurs, places will be allocated in accordance with the oversubscription criteria detailed in section 5.2 below.

2.2 Just for Kidz Nursery implements equality and inclusion policies relating to the following key legislation:

- Race Relations Act (1976)
- Race Relations Amendment Act (2000)
- Disability Discrimination Act (1995, updated 2005) • Disability and Equality Act (2010) • Sex Discrimination Act (1975)
- Human Rights Act (1998)
- Schools Standards and Framework Act (1998)
- Children Act (2004)
- Childcare Act (2006)

3. Early Years Foundation Stage

3.1 Just for Kidz works within the revised Early Years Foundation Stage (EYFS) which was updated in September 2021. The EYFS provides a quality framework for the integration of care and education for children from birth to the 31 August following their fifth birthday.

3.2 When a child is admitted to Just for Kidz, that previously attended another early years setting, we will ask for documentation of the child's progress within the EYFS from the previous provider or parent \ legal guardian. If Just for Kidz is the child's first provider, an initial assessment will be carried out by gathering information from the parent \ legal guardian.

3.3 Just for Kidz will work in partnership with other settings the child attends to identify and support their individual play, care and learning needs. Partnership working will also include working together with parents and professionals from other agencies to share information about children's progress and to identify specific needs at an early stage.

3.4 If a child accesses their 15 free hours at two settings or attends another setting not funded by the free early learning, Just for Kidz will share records and assessments as appropriate. This will ensure good continuity of care and education for the child as well as effective communication with parents.

4. Free Early Learning Places

4.1 Children are eligible to access their free early learning place from the start of the term after their third birthday. Once eligible, subject to availability of a place, children can start at the beginning of, or during any of the three school terms (autumn \ spring \ summer).

4.2 Children can access between 3 and 15 hours FEL per week based on parental choice and what Nursery can accommodate within its pattern of delivery (see section 6 below). This will enable a child to increase the number of hours per week if the parent feels that their child is not ready to access 15 hours per week immediately.

4.3 Children may access provision at different times on different days, however the child will not be able to start and finish outside of session starting and ending times. The pattern of attendance must fit in around contracted hours agreed by the parent and Just for Kidz. If a child is accessing the full 15 hours per week it must be spread over a minimum of two days per week. A child cannot be offered less than three hours in any one day.

4.4 If you take a family holiday(s) during term-time, only the first 3 weeks of your holiday (between 1 April & 31 March each year) will be funded by FEL. In exceptional circumstances the Local Authority may agree to fund more than 3 weeks holiday so it is important that you contact the Nursery Office well in advance of your child's absence so that we can contact the Childcare Planning Team on your behalf.

Allocation of Free Early Learning Places

5.1 Criteria

- a. A child has the right to attend Just for Kidz Nursery from any part of the City.
- b. Once admitted to the provision, children may stay until they transfer to a primary or infant school, or the child reaches statutory school age. A place would not normally be removed from a child unless the parent decides they no longer need it.
- c. If, at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once full, applicants will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.

5.2 Oversubscription Criteria

The following is the order of priority in which applications should be considered if the provider is oversubscribed.

- a. Children with Special Educational Needs (SEN), any child that has a statement for SEN that names a specific provider must be offered a place there.
- b. Pupils in public care (Looked after Children) who:

- are looked after at the time an application for a school is made or
 - will be looked after at the time when the child is admitted to school.
 - Previously looked after children who left care under a residence¹ or special guardianship order or
 - were adopted from care under the 2002 Act.

c. Children accessing Just for Kidz under 3s provision. Any child who has attended Just for Kidz under 3s for at least 2 terms prior to admission as these children and families will already be established at the setting.

d. Children with a sibling at Just for Kidz. Any child who has a sibling at Nursery, as this will ease pick up and drop off arrangements for parents \ carers.

e. Date of birth priority with oldest children admitted first. This will mean all children have an equal opportunity, regardless of where they live, of accessing provision for a similar length of time prior to compulsory school age.

f. Earliest date of application. If all other factors are equal then the earliest application will receive priority. Children applying for a place at in advance of their eligibility will be placed on the waiting list and the date of their application recorded.

g. Additional hours over and above the 15 hours free early learning will be charged at the current top up hourly rate. Charges are still incurred for additional hours booked if a child does not attend whether or not this is due to sickness, holiday or parental choice. 4 weeks' notice must be given for cancellation of both paid for and FEL sessions.

6 Pattern of Delivery

Just for Kidz Nursery is open Monday to Friday 7:30 – 6:30pm. Each child's 15 hours of free early learning can be accessed flexibly and based around each parent's individual needs. Hot meals are available at a cost of £2.50.

7 Term Time Contracts

7.1 For children claiming Free Early Learning, parents have the option to attend term time only – 38 weeks of the year. If a parent wishes to continue their sessions through the school holidays, they have the option of booking into our nursery holiday club.

7.2 For non-funded children, our Term Time contract is outlined as follows;

Full payment Term time = 40 weeks a year

50% retainer payment non term time = 12 weeks of the year.

e.g If a child attend 4 days a week at £44 a session, a term time contract would be calculated as follows:

$(4 \times 44 \times 40) + (50\% \ 2 \times 44 \times 12) / 12 \text{ months.}$

Children attending on a term time contract will not be entitled to any holiday entitlement, please see contract information for further details.

8. Free Early Learning (FEL) Admissions Procedure

8.1 Parents \ carers may apply at any time for a place for their child. All parents \ carers applying for a place will be given a copy of the admissions policy and procedure in force at that time, asked to complete a standard application form and informed of the deadline for submission of the application.

8.2 The admissions policy and procedure and application form will be distributed to parent's \ carers, on request. Application forms from parents \ carers should be submitted to Just for Kidz.

8.3 Where there are more applications than places, all applications received by the deadline will be considered using the oversubscription criteria only.

8.4 Applications submitted after the deadline will only be considered for admission if the provider is not full or a place becomes available. If a place does not become available, the application will be considered at the deadline for the following term.

8.5 All information given by the parent \ carer must be regarded as confidential, but must be made available to those considering the application (Management).

8.6 Attendance at Just for Kidz does not guarantee a place at any specific primary or infant school.

8.7 Children are eligible for the free early learning provision from the term after their third birthday. Therefore children can be admitted at the beginning or during any of the three terms (autumn \ spring \ summer) subject to the availability of a place.

Date of Birth of Child	Term in which child is eligible to be considered	Application deadline
1 April – 31 August	Autumn Term	Last day of summer term
1 Sept – 31 Dec	Spring Term	Last day of Autumn term
1 Jan – 31 March	Summer Term	Last day of Spring Term

8.8 The manager will use information about the child's individual play \ care \ learning needs to determine a place.

8.9 Parents may apply for between 3 hours and the total number of hours the setting is open per week (within the operational constraints of the setting). Up to 15 hours of this can be claimed as free early learning. Subsequent hours will be charged in line with the nurseries pricing structure. Parents applying for fewer than 15 hours per week must be given equal consideration as those applying for the full 15 hours.

8.10 When applying, parents will indicate their preferred times of attendance in line with the options offered by the individual provider. Allocation will be at the discretion of the provider and providers should attempt to minimise vacant sessions whilst maximising the number of children accessing their free early learning.

8.11 If a child attends more than one provider and is claiming for more than 15 hours free early learning Just for Kidz will resolve the funding dispute with the parent \ carer and the other setting and inform the local authority of the outcome.

8.12 If a parent \ carer chooses to reduce their child's hours (either FEL or paid for hours) at Just for Kidz then a 4 week notice period is required for the change to take effect.

8.13 If a child transfers to a different eligible provider during the term, the funding will be split accordingly, so long as appropriate notice period of 4 weeks has been observed by the parent \ carer. 'The Code of Practice for Delivery of Free Early Learning (FEL) for Three & Four Year Olds – Provider Agreement' outlines the arrangements to cover the financial implications of children transferring between providers.

8.14 Parents will be informed as soon as possible after their application has been considered.

8.15 All children due to start in any particular term will have a start date agreed by parent/carer and Just for Kidz. The nursery offers all children a free 2 hour settling in session before the start of any contracted hours.

8.16 Parents must provide nursery with a copy of the child's Birth Certificate or Valid passport to verify the child's date of birth in order to claim the Free Early Learning.