



Admissions

Policy statement

Home from Home Childcarers is accessible to all sections of the community, through open, fair, and clearly communicated procedures. We promote smooth and stress-free transitions to the setting, ensuring both children and parents/carers are happy. We care for children between the ages of 3 months and 11 years of age, and the numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities available at the nursery. We are registered with Ofsted to provide up to 76 places at any one time.

Accessibility

Home from Home Childcarers aim to ensure its services are accessible to all sections of the community as per our Equal Opportunities Policy.

- The nursery exists to provide resources, facilities, and expertise locally to meet the needs of people in the surrounding area.
- The nursery welcomes both fathers and mothers, other relations, and carers, including childminders.
- We describe our nursery and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity, or competence in spoken English.
- Our managers take responsibility for meeting with new families ensuring they have the correct literature regarding the nursery and collating information, including a waiting list.
- We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Session times

Where possible flexible sessions are offered. Morning sessions run between 7.30am-1pm, afternoon sessions run between 1pm-6pm and full day sessions run between 7.30am-6pm, a minimum of 8 hours are chargeable for full day sessions and a minimum of 4 hours is chargeable for a morning or afternoon session.

Offering Places

Where services are over-subscribed, as is often the case with Home from Home Childcarers the following priority for admissions has been agreed:

1. Children currently on role will be offered additional sessions, providing they are on the waiting list for extra sessions.
2. Waiting list children will be allocated spaces in order of the date of enquiry.

Places will always be confirmed by the setting via email, you have 14 days from the date of the email to accept the space and pay the deposit, where applicable*. If we do not have a response and the deposit has not been paid, the space will no longer be available and will be offered to the next child on our waiting list. We offer spaces to children starting in September of each academic year, we are unable to hold spaces open, as this limits us meeting the needs of our local community. There will naturally be some spaces that become available midway through the year and where such spaces become available, we will use the criteria above to allocate these spaces to those on our waiting list.

**The deposit is £250 and is payable for all spaces, with the exception of children in receipt of 2-year deprivation funding.*

Settling in

Once a place has been offered the managers will take responsibility for contacting families and arranging appropriate settling in sessions (stay and play). The first session allows for parents to stay with their child to allow their child an informal introduction to the nursery and for parents and Room Leader to have time to communicate about specific needs and personalities. An 'All About Me' is also completed in advance of attending nursery to ensure that staff are aware of all needs pertaining to the child.

Subsequent settling in sessions will be organised to meet the needs of the specific child, this process usually takes up to 2-4 weeks, but it is important that child and parents are happy before a child attends their full sessions. Room Leader's will keep records of children's progress during this period. The settling in process is viewed as an essential part of ensuring children have a positive time at nursery and we will be flexible in extending this period and offering families additional support, if needed.

A home visit will also be carried out by your child's key person and another member of staff during the settling in visit. We feel it allows us to build up that bond with your child as they can see that parents/carers trust us by allowing us into your homes.

Your child's stay and play session is complementary, however all settling in sessions are chargeable at our standard hourly rate, which will be invoiced to you.

Funded Early Education Entitlement (FEEE)

Home from Home Childcarers nursery are in receipt of FEEE for 3 and 4 year olds. All 3 and 4 year olds are entitled to the Universal 15 funded hours during term time, this is available from the term following your child's third birthday.

Some families of 2 year olds may also be entitled to FEEE funding, this funding is based on individual circumstances. There are 2 different types of 2 year funding, there is the 2 year deprivation funding available for families depending on financial circumstances and from April 2024, children of working parents may be eligible for 15 hours funding. You must make the nursery aware of this when enquiring about available spaces, being in receipt of funding will not affect your space, we only ask, to ensure that you are given all the correct forms to complete.

To check your eligibility for 2-year funding or 30hrs funding please go to:

www.childcarechoices.gov.uk

To access this funding, you need to complete a funding form and show your child's birth certificate, please see our FEEE policy for further details.

Procedures

- In addition, our policy considers:
 - the age of the child
 - the length of time on the waiting list
 - whether any siblings already attend the setting
 - the capacity of the setting to meet the individual needs of the child
- We offer 15 and 30 funding for 2, 3 and 4 year olds.
- We keep a place vacant, where possible, to accommodate an emergency admission.
- We support children and/or parents with additional needs and/or disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

	Date:	By Whom?	Comments
Created	27 th September 2019	Zoe Shaw	Replaced old Admissions Policy
Reviewed	4 th February 2020	Linda Reynolds + SMT	
Reviewed	4 th March 2021	Zoe Shaw	
Reviewed	14 th March 2022	Chrissie Morley, Linda Reynolds, and Zoe Shaw	Updated policy to include information on how we allocate spaces to current and new children, session times, and FEEE funding and settling in.
Reviewed	8 th March 2023	Zoe Shaw	
Updated	5 th March 2024	Zoe Shaw	Changes is funding information.
Next Review	March 2025		