



Admissions

Policy statement

Home from Home Latton Bush 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 6 months and 4 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 73 places at any one time.

Accessibility

Home from Home Latton Bush 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.

For families who only wish to use their funded hours, can use them in the following ways.

Funded only sessions are offered in the following ways for Term time only:

15 hours per week = x2 7.5 hour days

30 hours per week = x4 7.5 hour days

Funded only sessions are offered in the following ways for all year round (stretched) attendance:

11 hours per week = x1 7 hour day and x1 afternoon session (4 hours) from 1pm

22 hours per week = x2 7 hour days and x2 afternoon sessions (4 hours) from 1pm or x2 7 hour days and x1 8 hour day

For those who are not yet able to access any funding we offer the following:

Morning sessions run between 8am-1pm, afternoon sessions run between 1pm-6pm and full day sessions run between 8am-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, with the exception of those who are requiring a space in our baby room, where we only offer full day sessions (a minimum of 8 hours).

Offering Places

Where services are over-subscribed, as is often the case with Home from Home Latton Bush 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. Priority will be given to staff children and siblings of those who already attend.
3. 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 registration fee, where applicable*. If we do not have a response and the registration fee 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 registration fee is £250 and is payable for all spaces where families are privately funding all or part of their childcare, with the exception of families who are only accessing their funded hours and no additional hours.*

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. Settling in sessions are charged at our usual hourly rate, if parents do not wish to pay for settling in sessions children will be unable to start until their funding starts. Settling in sessions must be carried out to ensure the child is settled before starting their full hours. 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 child is deemed to be settled at nursery when they no longer require one to one care for the duration of their time with us.

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 Latton Bush nursery are in receipt of FEEE 1W, FEEE2, FEEE2W, FEEE3/4 and EFE. 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.

The current funded schemes are broken down into each individual schemes as below, these are the current schemes in effect, with the entitlement for eligible 9month olds and 2year olds who meet the working family criteria being extended to 30 hours from 1st September 2025:

- For children aged **9months old (FEEE1W)**:
 - 15 hours per week funded childcare, for working families who meet the criteria until 31st August 2025.
 - 30 hours per week funded childcare, for working families who meet the criteria from 1st September 2025.
- For children aged **2years old (FEEE2 & FEEE2W)**:
 - 15 hours per week funded childcare, for working families that meet the eligibility criteria until 31st August 2025
 - 30 hours per week funded childcare, for working families that meet the eligibility criteria from 1st September 2025

- 15 hours per week funded childcare for disadvantaged families that meet the eligibility criteria for example children with special educational needs, those on low incomes.
- For children aged **3 & 4 years old (FEEE3/4 & EFE)**:
 - 15 hours per week funded childcare for all children
 - 15 hours per week in addition to those above for working families that meet the eligibility criteria.

To find out what support you may be eligible for or to apply for funding please visit

www.childcarechoices.gov.uk

To access 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 9m, 2, 3 and 4 year olds.
- We keep a place vacant in each room, to accommodate an emergency admission via Essex Social Care.
- 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.

	<u>Date:</u>	<u>By Whom?</u>	<u>Comments</u>
Created	19 th February 2025	Rachel Simms, Chrissie Morley & Linda Reynolds	New Policy
Reviewed	17 th November 2025	Chrissie Morley & SLT	Expanded the section on settling in sessions and funding.
Reviewed	9 th January 2026	Chrissie Morley	Changed the hours we offer to be inline with the funded sessions and non-funded sessions we offer.