



WILDGROUND FEDERATION

Nursery Admissions Policy

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Aims:

- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome
- Our setting and its practices operate in a way that encourages positive regard for, and understanding of, difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English
- We support children and/or parents with disabilities to take full part in all activities within our setting
- We monitor the needs and background of children joining our setting on the Admissions Form, to ensure that no accidental or unintentional discrimination is taking place
- We share and widely promote our Equalities Policy
- We share with our families the different session times of our setting to ensure that we accommodate a broad range of families' needs
- 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Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

Procedures:

- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request
- Once a childcare place has been offered the relevant paperwork is completed by the setting before the child starts and filed within the child's personal file. Forms include:
 - Childcare Admissions Form including privacy notices
 - Childcare Terms and Conditions
 - Admissions Policy
 - Early Years Education Parent Declaration Form
- We arrange our waiting list in the following order:
 1. Children currently attending who are increasing their sessions who have completed a change of sessions request form a term in advance
 2. Children who have siblings attending Wildground Federation
 3. Children of staff of Wildground Federation
 4. LAC
 5. Living in the catchment area of the Wildground Infant School
 6. Living out of the catchment area of the Wildground Infant School

- We intake children at the beginning of each half term following their second birthday and where there is availability
- We accept the following funding:
 1. Early Learning 2-year-old funding – families in receipt of additional support (15 hours)
 2. Universal Funding (15 hours)
 3. Working families funding (30 hours)
 4. Tax-free childcare
 5. Childcare Grant Payment Service
- The nursery is open from 8.00am – 4.00pm Monday to Friday for 38 weeks of the year (term time only). Further information on how funding is calculated can be found following [this link](#)
- Children can attend between any of the times stated below:

Session Start Times	Session Finish Times
8.00am	9.00am
9.00am	12:00pm
12.00pm	3.00pm
3.00pm	4.00pm

- Funded hours can be used during this time and there are no restrictions. There may be an occasion when your required hours exceed your quota of funded hours. On these occasions you will be notified and an invoice raised for the shortfall of funded hours. Invoices will be clear, transparent and itemised.
- Information regarding our fee structure is found within our Terms and Conditions, which is made available when expressing interest
- There are no mandatory charges; no registration fees and deposits required
- There is no charge for consumables and we ask parents and carers to provide a healthy packed lunch, including nappies and wipes if required and sun lotion/cream
- To enhance the provision, we provide various curriculum enhancements and may ask for a voluntary contribution
- Information regarding our provision including our curriculum can be found by following [this link](#)
- In addition, the following rules apply:
 1. A parent wishing for their child to attend 30 hours will take priority over a parent who does not wish for their child to attend 30 hours a week
 2. Nursery places will not be kept open. The sessions that are given will last until the end of the current academic year. An opportunity to change sessions will be based on availability. If you wish to change your sessions for the next academic year, a change of session request from must be completed a full term in advance
- Applications should be received a term in advance and as follows;
 - To start in September or at October half term (Autumn Term) applications to be returned by 1st April
 - To start in January or at February half term (Spring Term) applications to be returned by 1st September
 - To start in April or at May half term (Summer Term) applications to be returned by 1st January
- Late applications will be considered after ‘on time’ applications.
- We offer funded places in accordance with the [Early Years Entitlements: Local authority funding of providers operational guide](#)

Children with SEND

- We will seek to determine an accurate assessment of a child's needs at registration.
- Children with identified SEND will be offered a place when one becomes available, as with any other child. However, the start date for children with more complex SEND will be determined by the preparations needed to ensure the child's safety, well-being and accessibility in the setting and the capacity of the setting to meet the individual needs of the child. The child's safety at all times is paramount.
- We will check to see if a child's family is in receipt of Disability Living Allowance. If so, the nursery will ask for evidence to enable them to claim the Disability Access Fund directly from the local authority.

Safeguarding/child protection

- If information is provided by the parents that a child who is starting at the setting is currently, or has had involvement with social care, a Designated Safeguarding Lead will contact the agency to seek further clarification.

Complaints

- Complaints policy can be found at: <https://www.wildground.hants.sch.uk/policies-2>