

## **Admissions; Allocation of places; settling and induction; payment of fees.**

### **Introduction**

Greenfields aims to have a fair and inclusive admission policy and to offer quality care and support to families on our waiting list, with due regard to equal opportunities and data protection at all times. As such, we have a clear order of priority for offering places in our nurseries. The admissions policy and procedure guide lays out the process of allocating places and managing admissions to the nurseries. The policy also explains the terms and conditions under which children are offered a place in the nursery in relation to offer of a place; settling in procedure; payment of fees (where applicable) and attendance.

### **Equal opportunities and data protection**

Greenfields aims to represent a cross section of the communities it serves and as such we do not discriminate against any families or refuse entry to nursery to children from any background. We do not discriminate or refuse entry to nursery to any child on the basis of learning difficulties, disability or additional needs of any kind if they can successfully participate in the services offered by the setting.

#### ***Waiting Lists and order of priority:***

Greenfields provides care at the following sites and we have waiting lists at each setting;

**Forest Fields:** Full day care for children aged 6 weeks to 5 years including early learning programme for two year olds and Nursery Education for three and four year olds

**Meadows Children's Centre:** Full Day Care for children aged 6 weeks to five years including early learning programme for two year olds and Nursery Education for three and four year olds

**Clifton Children's Centre:** Early Learning Programme for two year olds. Term time only.

**Bilborough Children's Centre:** Full Day Care for children aged two years to five years including early learning programme for two year olds and Nursery Education for three and four year olds. Term time only.

We have internal waiting lists and external waiting lists and priority for places is in the following order:

- 1) Children in local authority care living in the postcode area in which the nursery is based.
- 2) Children in local authority care residing in Nottingham City
- 3) Children on the internal waiting list
- 4) Children on the external waiting list

***Internal Waiting List:***

- 1) Children who are already in the nursery waiting to move from another room
- 2) Children in another Greenfields setting awaiting a transfer into a setting
- 3) Children residing in the postcode area in which the nursery is based with a sibling already in the nursery.
- 4) Children from other areas of Nottingham City with a sibling already in the nursery.

***External Waiting List:***

- 1) Children residing in the postcode area where the nursery is situated with additional support requirements that can be met by the setting.
- 2) Children residing in other areas of Nottingham City who have additional support requirements that can be met by the setting.
- 3) Children residing in the postcode area where the nursery is situated who have previously had a sibling in the nursery.
- 4) Children residing in the postcode area where the nursery is located whose parents are in employment and/or training.

5) Children residing in the postcode area where the nursery is located (in order of the date that parents applied).

6) Other children residing in Nottingham City (in order of the dates that parents applied).

### **Offer of a Place in Nursery:**

No guarantee of a place can be made when a child's name is placed on the waiting list. We are not able to save places for any child, even those with priority for places.

Where two or more children are on the waiting list, who all meet the waiting list criteria, priority will be given to those who require the most sessions in the nursery.

Places in the baby unit are for full days only. Priority is given to parents wanting three days or more. Places may be available to parents wanting two days per week, but they will be subject to availability of days i.e. parents will be unable to specify exactly which two days they want as this will be a shared place with a child who is attending three days. Term time only places are not available in the baby unit.

Places for two, three and four year olds may be for half days and are for a minimum of three sessions (15 hours).

Once a place is offered to a new child, dates for settling visits will be agreed. Once settling visits have started, a start date will be agreed. Payment for the nursery place must begin within two weeks of the settling visits starting. If parents wish to continue to visit for a longer period, they may do so but will be required to pay for the place.

### **Children entitled to funded places:**

Where children of two, three or four years are entitled to a funded place of 15 hours, and parents are not working, a place will be offered for set hours according to our sessions. Where children are entitled to a funded place of 15 hours and parents are working or training, we will attempt to offer session times to fit with the parents working or training hours.

## **Entitlement to 30 Hours:**

We are delivering the governments initiative of 30 hours childcare for children aged three and four who meet the criteria and can present the nursery with a valid code. Greenfields own criteria for parents wishing to access the entitlement are as follows:

- The care will be delivered in sessions of 5 hours (8.00am to 1.00pm or from 1.00pm to 6.00pm) at Forest Fields and Meadows; and in sessions of 3 hours (8.45am to 11.45am and 12.45pm to 3.45pm) at Bilborough.
- Priority will be given to children who wish to access the full 30 hours in our nursery.
- Where the 30 hours is to be shared with another setting, the minimum delivery at Greenfields will be 15 hours.
- Delivery of the free entitlement will be delivered over a minimum of two days.
- The 30 hour offer applies to term time only. However, parents may choose to request that this be 'stretched' and offered all year round. Greenfields is able to do so at our settings that are open all year round, but this is only available to children who access the full +30 hours at Greenfields.
- It is parents responsibility to ensure their entitlement code is renewed regularly and kept up to date.

Greenfields latest tariff will show the costs and saving to parents using accessing 30 hours. Parents should ask staff if they need advice on how they can use their entitlement to 30 hours.

## **Settling your child at nursery:**

The offer of a place will be made to parents by the Childcare Manager, and a date will be agreed for the first settling visit. The first visit will be

approximately half an hour where parents are required to stay in the room with their child. Subsequent visits will then be arranged between parents and the room leader. If parents are happy to do so, they may leave their child for a short period of time during the second visit but are required to remain on the premises. Child's personal details, collection consent and emergency contact details must be completed before parents may leave their child at the premises. These forms may be completed during a visit or parents may take them home and complete them. Help and support in completing the forms is available if required. Parents and staff will then

discuss and agree what form remaining visits will take and how many are required. An induction meeting with the Childcare Services manager and the parents/carers will take place during the settling period or the first week children are cared for in the nursery. At the induction meeting, detailed information about the nursery will be shared, and parents may ask any questions they may have. Parents will also be given a contract at the induction meeting.

### **Payment of Fees:**

Fees will be calculated prior to the parent's induction meeting so that details can be given in the meeting. All fees must be paid by monthly standing order. Fees for the first two weeks must be paid in advance by cash or debit card and the first monthly standing order must be received during the third week of a child's attendance. Late payment of fees will result in a child's place being suspended.

### **Attendance:**

Children attending the early learning programme for two year olds or the Nursery education programme for three year olds are required to achieve 80% attendance. Poor attendance will result in a loss of the place as we always have a large waiting list for these programmes.