



Nursery Admissions Policy

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Policy Creation & Review	
Author(s)	Lorna Lloyd and Sarah Relf
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Admissions policy

We admit children into the Nursery in September and if places are available, we will admit children in January and April. This is due to the way in which funding is allocated from the Local Authority. The Admissions Limit for Nursery is 10, in line with our PAN. We will not exceed 26 pupils per session including reception children.

Funding:

FREE EARLY EDUCATION ENTITLEMENT - 3 & 4 Year Olds

All children are entitled to 15 hours of free nursery education from the term after their third birthday. At Laddingford children can be admitted to the maintained Nursery the term after their third birthday.

For example:

- A child turns 3 between 1st September and 31st December, they can start in January.
- A child turns 3 between 1st January and 31st March, they can start in April.
- A child turns 3 between 1st April and 31st August, they can start in September.

For further information please speak with the staff and visit

http://www.kelsi.org.uk/curriculum_and_pupil_learning/early_years/free_entitlement_3-4yrs.aspx or www.childcarechoices.gov.uk for more information.

30 HOURS OF FREE CHILDCARE

30 hours eligibility: Some families are entitled to up to 30 hours of free childcare. Parents are eligible for up to 30 hours if they meet the following criteria:

- You, and any partner, must each expect to earn (on average) at least £125 per week (equal to 16 hours at the National Minimum or Living Wage).
- If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible. Parents who believe they are eligible, must gain an eleven digit code from the link provided on the Childcare Choices website (<https://www.childcarechoices.gov.uk/>). If a place is offered to a parent who wishes to claim up to 30 hours of childcare, they must provide the eleven digit code in order for the school to check validity. Once confirmed, a place will be confirmed.

For more information and to check your eligibility, please look [here](#).

FREE EARLY EDUCATION FOR 2 YEAR OLDS (FF2)

FF2 funding is available to eligible families. At Laddingford Nursery this will only be for children who have turned 3, but not yet eligible for their free early education entitlement. A child is entitled to a funded place if the family is in receipt of:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit, and the household income support is **£15,400** a year or less **after** tax, not including benefit payments
- Child tax credits, and the household income is **£16,190** a year or less **before** tax
- The guaranteed element of Pension Credit
- The Working Tax Credit 4-week run on (the payment when they stop qualifying for Working Tax Credit).

For more information please speak to staff or follow this link [Free Early Education places for 2 year olds - KELSI](#)

Application Process:

Throughout the year applications can be made and if there are spaces available, the child will be able to start the term after their third birthday.

Six weeks written notice is required if you no longer require your nursery place, or wish to withdraw your child from the nursery, or reduce attendance. Fees are payable during this notice period. Fees are also payable if there is any delay taking up the nursery place once the place has been confirmed to you in writing. Session reductions require at least six weeks' notice in writing and will only be accommodated from the 1st of each month.

All requests for extra sessions must be made via email at: laddingfordnursery@laddingford.kent.sch.uk

Payment is required by either bank transfer or using the HMRC tax free childcare payments before the session. If payment is not received, we will automatically alter the next month's direct debit to include the outstanding payment.

Allocation of Places and Admission Criteria:

For children who meet our age requirements, our admissions are given on the basis of the following order of priority in line with the Kent admissions policy:

[Primary-determined-scheme-for-2023.pdf \(kent.gov.uk\)](#)

1. Looked after children or children who have an Education or Health Care Plan.
2. Children who already have siblings in the school.
3. Distance from school

Hours:

Morning session - 8:45 – 11:45am

Afternoon session - 12:15 – 3:15 pm

Lunch – 11:45 – 12:15

Monday – Friday term time hours **only**

Fees:

If your child stays all day or does additional hours to their funded entitlement, there will be additional fees charged at a cost of £6.50 per hour. Lunch cover is charged at £3.25 for the half hour. If your child requires lunch, this will be an additional cost of £2.97.

Fees are payable in full and in advance, on the first working day of each calendar month to which they relate, by Direct Debit, Standing Order and/or tax free childcare. We are unable to accept cheques. Payment of fees is the responsibility of the signatory parent/carer named on the application form. A late payment fee of £10 per day will be charged on fees which are 10 or more calendar days overdue. Please note that you will be liable to pay full fees in the event that funding is not authorised by KCC due to funding being claimed by another setting or if you are no longer eligible to claim the extended funding. We reserve the right to refuse entry to a child whose fees are 15 or more calendar days overdue and to terminate their registration. Legal action will be taken where necessary to ensure recovery of all outstanding fees. If you are experiencing financial hardship please speak, in confidence, to a member of staff so alternative payment arrangements can be made. If without negotiation, fees are not settled we are left with no alternative but to withdraw your child's place and if necessary, take legal action to recover the amount owed. Children in receipt of the Free Early Education Entitlement will not be able to access additional fee paying hours until any outstanding fees are settled.

No refund will be given in the event of a child's absence due to illness, holidays, bank or public holidays, closure due to bad weather or any other reason.

Children must be collected promptly at the end of the session. Should a parent fail to collect their child by the end of the session, you will be asked to sign the 'late book' and a late collection fee of £15.00 will be charged, and a further £15.00 for every 15 minutes thereafter.

False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address.

Multiple Addresses:

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide. N.B Admission to the maintained nursery does not guarantee a place in the infant school. You will need to apply for a place at the infant school in the same way as all other parents. You can obtain more details from the school or the Local Authority.

Waiting List:

If your child is not successful in gaining a place through the application process, parents will be informed in writing and an offer for your child to be placed on our Waiting List will be made. If a place becomes available, the school will contact the parents of the child who is next on the Waiting List. The Waiting List is held in criteria order. If the place is accepted, the child will be able to start nursery during the next intake (January or April). Places will only be allocated from the waiting list when the number of pupils in the nursery falls below the Admission Limit.

Record of Interest:

Parents are able to register an interest for future admission into the nursery for their child. They can contact the school and their child's name will be added to the Record of Interest. Parents will then be sent a letter which details when they should apply for a place for their child.