



Penfold Nursery Admissions Policy

Last Review Date: October 2019

Next Review Date: October 2020

Penfold Nursery Admissions Policy

It is the intention of Penfold Nursery to make our provision accessible to children and families from all sections of the community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

- We will ensure that the existence of Penfold Nursery is widely known in local communities
- Advertising notices will be placed in widely accessible places
- We will describe practices in terms which make it clear that all sections of the community are welcomed
- We will ensure that the description of the setting and its practices demonstrates how the setting enables children and/or parents with additional needs to take part in the activity of the setting
- We will monitor the gender and ethnic ethnicity of the individuals joining the group to monitor our intake and ensure it is representative of social diversity
- Children from the term after they turn the age of 3 will be admitted in accordance with our Ofsted Registration
- We will endeavor to be flexible regarding attendance to accommodate the needs of all families

The waiting list will be monitored and reviewed regularly.

EYE places will be offered in accordance with the Early Education and Childcare Statutory Guidance for Local Authorities March 2017

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Penfold Nursery in line with the Data Protection Act 1998 and Ofsted Registration requirement under The 1989 Children Act.

Penfold Nursery offer the following places:

1. 12 spaces for children who attend 25-30 hours
2. 12 spaces for children who attend 18 hours
3. Any spaces after this will be filled by; 15 hour Early Years Entitlement

It is Penfold Nursery's intention to provide as much flexibility to parents as possible. Places will be delivered through the following sessions. The combination of sessions will reflect parental requests, if available, and will consist of any of the following:

- Morning sessions of 8:50am to 11:50am and/or
- Afternoon sessions of 12:20pm to 3.20pm and/or
- All day sessions of 8:50am to 3.20pm during term time only.*

Families that are eligible for the extended entitlement can have up to 1140 hours, which equates to 30 hours a week over Term Time. This is the equivalent of five all-day sessions of 8:50am to 3.20pm, during term time only. If an all-day session is accessed this will use 6 hours of your funding (the lunchtime period is provided free of charge). A range of freshly cooked hot dinners can be ordered (payable) or a pack up from home should be provided. Therefore, regardless of funding, if an all-day session is chosen,

the lunchtime period of 11:50am-12:20pm is included without entitlement hours being used.

Additional sessions, if available, outside the family's funding model are available.

Should there be spaces available at the beginning of any school term; the priority order listed below will be used to allocate those places.

- Children who are eligible to access their extended Early Years Entitlement provision
- Siblings already attending Washingborough Academy or Penfold Day Nursery
- The age of the child (oldest will take priority)

Payment

Fee payment is required in advance on a monthly basis (by the 28th of the previous month) through our online payment system Wisepay.

In the event of non-payment, Washingborough Academy, on behalf of Penfold Nursery, will take any necessary action to recover the outstanding debt.

Childcare Vouchers

Penfold Nursery is registered with childcare voucher providers and accepts childcare vouchers. Details are available on request.