



# **Penfold Nursery Admissions Policy**

Last Review Date: June 2021

Next Review Date: June 2022



## Penfold Nursery Admissions

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 endeavour to be flexible regarding attendance to accommodate the needs of all families

EYE places will be offered in accordance with the Early Education and Childcare Statutory Guidance for Local Authorities June 2018.

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 2018 and Ofsted Registration requirement under the 1989 Children Act.

## Penfold Nursery Sessions

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 – 3 hours from 8.40am to 11.40am and/or
- Afternoon sessions – 3 hours from 12.10pm to 3:10pm and/or
- All day sessions of 8.40am to 3.10pm (term time only) (Funded hours not charged between 11.40am – 12.10pm)

If an all-day session is accessed this will use 6 hours of funding per day. The period between 11.40am – 12.10pm is provided free of charge. A range of freshly cooked hot dinners can be ordered (payable at £1.50 per day) which needs to be booked and paid for at least 48 hours in advance. Alternatively, your child can bring in a packed lunch, please refer to our food policy for healthy choices for lunchboxes.

Additional sessions, if available, outside the child's funding allocation are available if the sessions are not fully booked. The waiting list will be monitored and reviewed regularly.



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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
- The age of the child (oldest will take priority)

### Funding

Parents will be sent a letter from the Department of Education and will be asked to apply online; if you are eligible you will receive a DERN (Department of Education Reference Number) code.

### When to apply?

When your child turns 3	When they can get 30 hours from	Recommended time to apply
1 September to 31 December	1 January	15 October to 30 November
1 January to 31 March	1 April	15 January to 28 February
1 April to 31 August	1 September	15 June to 31 July

Families that are eligible for the extended funding can access up to 1140 hours per academic year. This equates to 30 hours per week, term time and is equivalent to five all day sessions between 8.40am – 3.10pm, during term time only.

If parent/carer chooses to access multi – providers, and use their funding allocation for stretched care provision with these providers, we will not be able to use your remaining funding if it equates to less than 3 hours of standard funding. Washingborough Academy will have to liaise with these childcare providers, and yourself, to confirm this prior to any sessions being received.

### Payment

Fee payment is required in advance on a monthly basis (by the 28th of the previous month) through our online payment ParentPay <https://www.parentpay.com>.

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. However, we recommend that you register with [www.gov.uk/sign-inchildcare-account](http://www.gov.uk/sign-inchildcare-account)