

St Paul's Nursery Admissions Policy

Nursery vacancies will be filled as quickly as possible by first looking at the waiting list which will be organised in order of age and the date applied. Those who have specified a start date and paid any necessary registration fees will be able to take up any available spaces.

The following admission criteria will be applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the St Paul's Nursery
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

A child requiring a full-time place may have preference over one requiring a part-time place.

A minimum of 2 full days, 2 term time only days or 3 half days must be booked per week.

Inclusion

St Paul's Nursery welcomes all children and families, and we aim to have an inclusive approach which meets the needs of every individual child irrespective of gender, race, disability, religion or belief or sexual orientation of parents. Where there are concerns about meeting a child's needs, a meeting will be arranged with parent/carers and other professionals involved. This will help to assess whether the setting can meet the needs of the child and a place can be facilitated. Where necessary staff training may be necessary, adaptations made to the environment and changes made to hours of attendance to ensure that child's needs can be met before starting the nursery.

Admissions Procedure

Initial Visit

St Paul's Nursery has an open-door policy for prospective parents/carers to come and look around the setting. This is an opportunity to meet staff and to ask questions; this may be done with or without the child.

A waiting list form must be completed and a registration fee and/or administration fee paid before a child's details are put onto the waiting list.

All parents will be asked to provide their child's birth certificate or passport, red medical book and proof of address. Those eligible for 2 year old funding will also need to bring proof of entitlement.

We will also require parent's date of birth and national insurance number to be completed on the waiting list form to enable us to acquire a code from the EEE online eligibility checker for 2 year old funding or for Early Years Pupil Premium (EYPP) for 3 and 4 year olds.

Administration fee

An administration fee of £10 will be charged to all parents for each child attending the nursery. This is to cover administrative costs relating to the admission and ongoing record keeping. This administration fee is not refundable.

Registration fee

A registration fee of £50.00 must be paid for all day care places. This will include places funded by parent/carers and places funded by colleges or universities. The registration fee will be returned at the end of the child's stay, provided fees are paid up to date and the correct amount of 2 weeks' notice has been given before the child leaves us. It will not be refunded where there are any losses incurred due to non-arrival on the start-date or any non-payment of fees.

Settling in Period

Before parent/carers leave their child, they will be asked to fill in an admission form which includes name, address, GP address and telephone, special needs, contact numbers, permissions etc.

Parents/carers will be asked to provide the child's birth certificate (if we have not seen these previously), red book and proof of address.

The parent/carer and key person will agree upon a flexible settling in period to suit the child's needs and the child will be left by their parent/carer for increasing lengths of time. This settling in period will be different for every child and is very flexible, but usually takes around one week for children over two years old and up to two weeks for children under two years. There are occasions where a child or parent/carer need this period to be extended and we will ensure that these needs are met and is child led.

Within this process the child's individual needs and interests will be discussed and recorded to ensure your child has the best possible start at the setting. If any concerns are raised by parents or staff with regards to providing additional support to a family, we will also complete an early help assessment with the parent.

Nursery Fees

Fees for the settling in week are charged at half the amount you will be paying for your child's booked place or a minimum of £50.00.

Fees must be paid monthly or weekly in advance. Without full payment in advance your child will be unable to start on the agreed start date, and the nursery place will be withdrawn. In this instance the registration fee of £50.00 will not be refunded.

Reviewed August 2021