


CHIDDINGSTONE NURSERY SCHOOL CIO

Chiddingstone Castle
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Admission Policy

Written by	Jill McCoy
Ratified on behalf of Nursery Trustees	September 2021
Date for Review	September 2022
Signed – Chair of Nursery Trustees	
Signed – Nursery Leader	

This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance and procedures.

This policy has been impact assessed by Jill McCoy in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Policy Statement

It is our intention to make Chiddingstone Nursery CIO accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Admission Procedure

- We endeavour to advertise the Nursery in places accessible to all sections of the local community. Adverts are situated in local village magazines. We have a Nursery website www.chiddingstonenursery.co.uk and have published leaflets which give information about our Nursery.
- We provide information about our Nursery in written and/or spoken form. If required, we will investigate the provision of translated materials where the needs of families suggest this is required.
- Children of the age of two years and six months and over already on our waiting list residing within the civil parish boundary of Chiddingstone, are given priority to sessions at the Nursery. This is the only admission criteria. Children under the age of two years and six months are allocated sessions as they become available, again with priority given to those who reside within the civil parish of Chiddingstone. The child's age is determined by the start date of available sessions.
- A registration form is situated in the back of the Nursery Prospectus and must be completed and returned together with a non-refundable £40 administration fee (Note: this does not guarantee you a place on requested sessions initially and is only refundable (by deduction from your first invoice) if your child(ren) are eligible for Free Government funding on commencement at the Nursery) to secure a place on the Chiddingstone Nursery waiting list.
- Prior to a child attending Chiddingstone Nursery they will receive a Welcome Pack. Parents must complete and return an admission form and read and sign a copy of the Terms and Conditions. These forms provide the Nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees sessions, contact details for parents, doctor's contact details, allergies, parental consent and vaccinations etc.
- The allocation of sessions for children who already attend the Nursery will be **strictly** according to age with priority given to the oldest.
- We require children attend two sessions to aid continuity with settling in.
- We describe our Nursery and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our Nursery and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, additional educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired or additional language.
- We describe our Nursery and its practices in terms of how it enables, through working in partnership with children and/or parents with learning difficulties and disabilities, to be fully included in every aspect of the setting.
- We consult with families about the number of Nursery sessions through the questionnaire to try to accommodate a broad range of family needs.

We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the Nursery that provides stability for all the children during Nursery opening hours. **The nursery may change attendance patterns due to covid preventative measures and government guidance.**

Funding Procedure

- Chiddingstone Nursery is open for 38 weeks per academic year (September to July) and offers up to the full 15 hours of funded entitlement to every eligible child aged two, three and four years of age.
- The Nursery provides information to every family during their induction session which explains how free entitlement works.
- Funded Early Education for three and four year olds provides funding for 15 hours (6 sessions) a week and you can claim the 15 hours entirely at Chiddingstone or you can split the funded hours between two nurseries. At Chiddingstone, we offer morning or afternoon places (session).
- The government funding may be used in 2.5 hour blocks at Chiddingstone Nursery leaving 30 minutes per session (morning or afternoon) as chargeable at a rate of £6.50 per session. Or £13.00 a day for those doing full days.
- Funding from the Local Authority is allocated from the beginning of each two terms and changes to funded sessions cannot occur once the term has commenced. Changes to funded sessions are permitted at the beginning of each academic term, currently three times per year.
- The Nursery invoice parents for any extra sessions taken and these invoices clearly state the hours covered by free entitlement and the charges that relate to the additional sessions over and above those funded.
- Fees paid after the 14 days will carry a fixed charge of £50.00 to cover administration costs. If fees are not settled, your child's place will be withdrawn until the account has been cleared. Children in receipt of Funded Places will be unable to access any additional fee paying hours until outstanding fees are settled.
- If you require the facility to pay your invoice over a period of time, it can be settled using PayPal either with PayPal credit or on an existing credit card.
- The current fee of £18.50 will be charged per unfunded session if you are not yet eligible for Government funding or in receipt of Government funding but attend more than 15 hours (6 sessions) a week.
- There are limited number of places available for funded hours in blocks of 3 hours **allocated annually prior to September**, this would equate to 5 sessions a week, these spaces are available to those previously in receipt of Free For 2 Funding, those in receipt of Pupil Premium and, in the event of more than the limited number of spaces being required, by postcode proximity. Please speak to the Nursery Leader if you feel you meet these criteria.
- In order to support settling into the Nursery environment we suggest children attend for a minimum of two sessions per week.
- All chargeable sessions are invoiced 4 weeks in advance of the beginning of a term via e-mail (or by paper invoice to those unable to access e-mail) and new children at their induction session.
- The Nursery invoice parents for any extra sessions taken and these invoices clearly state Funded Sessions, Additional Sessions and any other charges you may be liable for i.e. Late Pick Up. Additional available sessions may be available on an ad hoc basis but must be booked with the Nursery and paid for in advance or on the day of the session attended at the appropriate rate.
- If fees are not settled, your child's place will be withdrawn until the account has been cleared. Children in receipt of Government funded places will be unable to access any additional sessions until all outstanding fees are settled.
- A terms notice is requested to withdraw a place. All chargeable sessions will be invoiced if one terms' written notice is not received.

Covid-19 Admission Addendum

- Staff and adults only attend the nursery if; they are symptom free, have completed the required isolation period or a negative test result is confirmed.
- A health questionnaire is completed when staff and families return to work from a period of absence.
- Limit the number of staff in the nursery at any one time to those required to care for the expected occupancy levels on any given day while taking into account staff : child ratios.
- Visitors will not be permitted to the nursery unless essential and by appointment only preferably when children not in attendance.
- A record of all visitors will be kept for track and trace as well as safeguarding.
- Where essential visits are required these will be made outside of the usual nursery operational hours by appointment only.
- Any meetings with individuals will be conducted either via phone, email, Zoom or Microsoft Teams.
- Only parents who are symptom free and or have completed the required isolation periods will drop off or collect their child.
- One parent / carer per family should drop off or pick up their child.

- Parents are required to drop off and pick up at the nursery gate to avoid parents entering the nursery unnecessarily.
- Hand sanitiser will be provided for parents to use prior to touching keypad. **Outside sink available**
- Parents are made aware of what will happen if any suspected cases of COVID-19 are confirmed
- Children can only attend the nursery if they are symptom free or have completed the required isolation period.
- Anyone with high temperature will be sent home (contactless thermometer available) the nursery will refuse entry to anyone who is unwell.
- A Covid-19 self-declaration form will be completed to inform the nursery if they have had or have been in close contact with a confirmed case of Covid-19 when children return to nursery.