

## **Acorns@CharlesSaer Admissions Policy 2022-2023**

Our nursery is able to offer 26 places per session. The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). Funding is allocated over 38 weeks per year.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

### **Funding**

We are able to offer the following funded places:

- **Universal funding:** 15 hours for all children (from the term after the child's 3<sup>rd</sup> birthday)
- **Rising 3:** Children start in the term in which they turn 3 for 15 hours per week (funding is subject to specific criteria - follow link below to check eligibility)

<https://www.lancashire.gov.uk/children-education-families/early-years-childcare-and-family-support/paying-for-childcare/funded-childcare-for-2-year-olds/?page=3>

- **Extended Entitlement:** 3 year olds access an additional 15 hours per week (funding is subject to specific criteria - follow link below to check eligibility)
- <https://www.lancashire.gov.uk/children-education-families/early-years-childcare-and-family-support/paying-for-childcare/30-hours-free-childcare/>

We offer a first come first served basis on all completed registrations. If we are unable to offer the sessions requested the parent/carer will be made aware of the sessions that are currently available, or when the sessions will become available.

### **Admissions Procedure**

When enquiring about a place, the parent is requested to complete an initial interest form. This is a registration of interest and does not guarantee a place.

The parent/carer will be contacted the term before their child is due to start nursery to confirm that there is a place available and necessary documentation will be sent out for completion.

After the completion deadline, places will be allocated. (Forms submitted after this date may not receive their preferred sessions if sessions are full)

In order to ease transition from home to Nursery, children will be invited to attend play sessions during the term before they start and it is our policy to meet the child either at their home or in our Nursery before their first full session.

Depending on a child's previous nursery experience, it may be necessary to stagger their entry to nursery during their settling period. This will be discussed and agreed with parents and the best interests of the child will be prioritised to ensure a smooth transition.

## **Place Allocation**

In the event of there being more applicants than places then all applications will be put into rank order according to the following criteria:

1. Looked after children and those who have been previously looked after or those children at risk of being looked after.
2. Children with Education, Health and Care Plans (Special Educational Needs) and those with exceptional/strong SEN reasons for attending a particular school.
3. Children for whom the Local Authority accepts that there are exceptional medical social or welfare reasons which are directly relevant to the school concerned
4. Remaining places are allocated according to where a child lives (those living nearest to the preferred school by a straight line measure will have priority)

## **Session details**

Our nursery offers the following sessions, these are identified on the Parental Agreement along with the allocation of funding.

Morning sessions - 8:45 - 11:45

Lunch - 11:15 - 12:15

Afternoon sessions – 12:15 – 3:15

## **Fees**

We offer the opportunity for parents to pay for additional sessions for their child:

3 hour session - £15

Daily lunch time charge - £3.50 (packed lunch of free school meal)

£5.80 (with school meal)

Payment is to be made a week in advance through Parentpay and no refunds can be given for non-attendance due to the staffing levels required to maintain nursery.

We support the concept of Free Early Years Entitlement and therefore enable families to access nursery sessions using funding only. The use of the funded sessions will be discussed and agreed by the parents and Nursery manager and completed on the Parental Agreement.

## **Extended Entitlement**

It is the responsibility of the parents to apply for the 30 hours free childcare via the link above. Parents can apply up to 16 weeks before their child becomes age eligible.

To start accessing a place as soon as your child is eligible parents must confirm their eligibility before the start of the term they wish to attend. They will receive an 11 digit code which must be given to the school.

Parents who do not confirm their eligibility and receive their code by the date listed below, will not be able to access your additional hours until the start of the next term.

Child's birthday	When you can access a place	Code must be issued by
1 January to 31 March	1 April	31 March
1 April to 31 August	1 September	31 August
1 September to 31 December	1 January	31 December

(Taken from <https://www.lancashire.gov.uk/children-education-families/early-years-childcare-and-family-support/paying-for-childcare/30-hours-free-childcare/?page=3>)

Parents will need to re-confirm their eligibility every 3 months by logging into their government gateway account.

## **Persistent Absenteeism**

If a child consistently fails to access his/her place despite support offered by the nursery and school and there is a waiting list for our nursery; the sessions may be reallocated.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Last reviewed - August 2022  
Next review - July 2023