



**Little Learners**  
NURSERY GROUP

# **Admissions Policy**

**Reviewed: June 2023**

**To be reviewed: June 2024**

## **Nursery Admission Policy**

At Little Learner's Nursery Group, we aim to accommodate our families whilst ensuring the best quality provision is provided. This policy is aimed to support parents whilst considering our nursery as their provider. We have an open-door policy if you wish to discuss your admissions requirements.

It should be noted that admissions to any nursery - even those attached to a school - does not guarantee admission to the reception class of a particular school. Parents must follow normal procedures when applying for full-time education. We are happy to offer further guidance when the time comes.

### **The nursery operates 50 weeks a year from 8am to 6pm.**

- We do not offer term time only places
- We do not offer 1 or 2 day a week places. This includes parents who 'drop down hours.' We will not drop down to 1 and 2 day a week places.

The Nursery is closed during Bank Holidays and for a period of 2 weeks over Christmas, in line with the school Christmas holidays. The nursery closes for 3 days a year for training and wellbeing; one day in the Autumn and two days in the Summer.

*\* We reserve the right to offer 1-2 days in extenuating circumstances as judged by the nursery management*

## **Admissions Criteria**

### **Category A**

- Families who take up an 8-6 place 5 days a week
- School and Nursery staff
- 3 - 4 day a week places who wish to increase hours

The Nursery is often over-subscribed with Category A bookings.

### **Category B**

- Siblings of children in our Nursery care

\*a history of non-payment is demoted to a category C booking

- Existing parents who are reducing hours. However, you may not drop to only 1 or 2 days a week.

### **Category C**

- Waiting list (in date order)

## **St Saviour's Forest School Room Admissions**

We only accept 5 day a week or 4 day a week bookings for this room. Friday needs to be the day off if doing 4 days a week.

### **Offer letter, Non-refundable Holding fee and Admin Fee**

Once you have a place confirmed you will be sent an offer letter via the Nursery Manager. This offer letter will detail your child's start date, days of attendance, leave date, non-refundable holding fee and admin fee amount along with bank details in which to pay this. You will be given a deadline date to make this payment by. Once you have paid this non-refundable admin fee and holding fee you will receive an email confirmation from the Finance Manager.

The holding fee is non-refundable as this is what will secure your child's place with us at the nursery. The staffing will be set to accommodate your child which means you will not be able to receive the holding fee back if you change your mind on taking the place or if your circumstances change. You have a grace period of five days from the date of offer to change your mind in which a refund will be issued.

The admin fee is a one off non refundable payment of £25 to process your child's booking. If you fail to make the non-refundable holding fee and admin fee deadline your child will be removed from the nursery admissions.

### **Changes of booking patterns**

When initially making your booking you may have been offered different days of availability. The days offered have been highlighted in the offer letter. For example:

- January 2022 until 31<sup>st</sup> May 2022 – Monday- Thursday (4 days)
- 1<sup>st</sup> June 2022 – 31<sup>st</sup> August 2023 – Monday – Wednesday (3 days)

When this is the case, it is the parent(s) or carer(s) responsibility to remembering when these changes take place. Unfortunately the staff within the rooms have no way of reminding you this change is about to happen. If a child is brought in on a day that is not on their booking pattern parents could be asked to take the child home again. This is due to staff ensuring we are sticking to the correct staff : child ratios and children allowance for each room. If you are unsure of when this change will be happening please speak with the nursery manager who will be able to remind you of your nursery booking.

### **Dropping down hours/changing your booking for less hours**

You must give up your place and re-apply. Your booking will come off entirely then you will need to re-apply. When you re-apply as a 'new admission,' you will be in category B. You must re-apply within 5 working days or you will become a category C.

*Eg. You cannot take up a place for 5 days a week for 6 months, take a month off, then re-apply for a 3-day week.*

### **Requesting additional hours**

You must complete an 'additional hour's form.' You will be Category A. Not all requests for additional hours can be accommodated. Please never assume you will automatically get more hours. We will do everything we can to accommodate your request; however, we are limited by space.

### **Funded hours**

If eligible for funded hours, and you wish to increase your days, the 'additional hours form' must be filled out. You are not automatically given extra days/hours if eligible.

If you are accessing the 30 free hours, and you fall out of eligibility, you must begin to pay for the hours or provide us with 4 weeks' notice to withdraw your booking in its entirety.

You can apply for this - through the government website - when your child is 2 years and 9 months. We cannot pre-book 9.15 - 3.15 hours until the government have confirmed you are eligible. At which time you can request increasing or decreasing your hours; however, our policies on increasing and decreasing hours still apply.

### **Pre – school**

Pre – school bookings end on the last working day in August  
*eg. August 31<sup>st</sup>*

*If we make changes to the admissions policy, we will inform parents our existing parents with 4 weeks' notice.*