

Admissions policy

It is the intention of Railway Children's Day 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 Railway Children's Day Nursery is widely known in local communities. Advertising notices will be placed in widely accessible areas, in more than one language if appropriate.
- 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 background of individuals joining the group to monitor our intake and ensure it is representative of social diversity.
- We will ensure that information about our setting is accessible in written form to all, where necessary we will provide spoken form, Braille, in more than one language, through signing or an interpreter.
- Children from the age of 8 weeks will be admitted in accordance with our Ofsted Registration.
- We will endeavour to be flexible regarding attendance to accommodate the needs of all families.

The waiting list will be monitored and reviewed regularly.

The following factors will be taken into consideration in allocating places:

- The age of the child. (priority will be given to children of eligible age for Early Years Educational Entitlement).
- Length of time on waiting list
- Siblings already attending the setting
- The vicinity of the home to the setting

EYE Funded Places

Funded places will be offered in accordance with the code of practice for nursery education funding and local authority conditions in place at the time.

The nursery offers all funding streams to parents inclusive of 9-month-old funding for working parents, 2-year-old funding for working parents, 2-year-old funding for disadvantaged children, universal and extended 3- & 4-year-old funding for working parents and universal funding for all 3- & 4-year-olds.

Funded hours are offered either in term time only hours which are either 15 hours per week or 30 hours per week or stretched funding which is either 12 hours per week or 24 hours per week.

Parents are not able to claim more than 10 hours funding per day for their child as per Lincolnshire EYE guidelines.

All additional hours on top of funding are charged at the rates provided on our price list and any funded days used parents will be charged for food if they wish their children to have a

hot lunch and tea. Parents also have the option of bringing a packed lunch/tea in so there are no additional charges for their child accessing their funded hours. All breakfasts and snacks are included with no extra charge for these.

Parents are able to apply for funding and find more information through the Childcare Choices website to see if they are eligible for the various funding streams. The setting discusses funding options with parents before their child is eligible and information about how to apply is sent via email to parents.

All parents of children who are entitled to funding must complete a funding form provided by the local authority before the date of their funding commences and this must be signed by both parent and setting and kept at the setting for record and auditing purposes. This information will also be used on the Lincolnshire EYE funding hub to access funding for the setting for children to attend.

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Railway Children's Day Nursery in line with Data Protection Act 1998, GDPR 2018 and Ofsted Registration requirement under The 1989 Children Act.

Payment

Fee payment is required monthly in advance.

Railway Children's Day Nursery encourages prompt payment but recognises that at times some parents/carers may experience financial difficulties. Railway Children's Day Nursery will ensure that no child/children/families are penalised should this situation arise. Railway Children's Day Nursery will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/children to continue to attend. All financial matters will be dealt with the upmost sensitivity and consideration and in confidence.

In the event of nonpayment:

- The proprietor will liaise with the parent/carer concerned.
- A payment plan will be agreed if necessary
- Where there is no resolution the child's/children's place may be withdrawn, and only their funded hours will be able to be accessed, and parents will have to provide a packed lunch/tea to ensure that no more charges are added on top of their existing outstanding bills. Children will not be able to access any extra hours which would incur a private fee charge.

Cheques should be made payable to Railway Children's Day Nursery.

Tax Credit

Railway Children's Day nursery is registered with Ofsted, therefore where appropriate parents/carers are able to claim child tax credit. Details are available upon request.

Tax Free Childcare

Railway Children’s Day Nursery is registered on the government website where parents are able to gain 10% back on their payments by creating an account and using the government gateway to pay their invoices.

Childcare Vouchers

Railway Children’s Day Nursery is registered with a number of childcare voucher providers and accepts childcare vouchers. Details are available on request.

This policy has been adopted by Railway Children’s Day Nursery.

Signed on behalf of the setting by:

.....Manager

.....Deputy Manager

.....Proprietor

Date: September 2024

Review Date: September 2025