

Admissions & Waiting List Policy

This policy details the process by which children will be offered places and admitted to The George Eliot.

The Manager will ensure that all staff, children and parents are aware of this policy and how it is upheld.

Admissions are made at the discretion of the management but places are available to everyone in the community who require day care for their children. All admissions are in line with our good practice and equal opportunities policy, all staff, children and parents are regarded with equal concern and respect and these values are encouraged and embedded in practice through many ways. Admissions are available all year round.

Once a visit has taken place and a space is required we will require an enrolment form to be completed, followed by a detailed registration form. One form per child will be required. A Registration Fee will become payable when the form is handed in. This fee is still payable to be placed on the Waiting List. The Registration Fee is not payable for children taking up a government funded only place and taking no settling visits outside of the funded entitlement, settling visits may be taken during the funded only hours if required.

Nursery spaces are allocated in accordance with the session/fee schedule provided. Funded hours are allocated in line with this. Funded hours are delivered flexibly over a minimum of two days.

The completion of a Registration Form does not in itself guarantee an offer of a place, as this will be decided by the available places that we have on offer at that time. Place allocation is a complex matter due to occupancy and staffing ratios and some sessions have limited availability.

If there are more applications than places available then places will be allocated by the Manager, firstly to those who have completed the relevant forms and paid their registration fee (on a date received basis). Full-time and full-day places will take priority over part-time places and sibling places will take priority over new applicants. Employees children will be considered on the same basis. Where a place cannot be found then children will be placed on a Waiting List.

All new registrations will be acknowledged in writing and the details will be entered onto our database. When a place has been confirmed then the child or children will be booked into their room for their settling visits as per the agreed schedule. These will preferably take place in the weeks immediately before starting. In emergency admissions then these settling visits may need to be altered to accommodate the child's and parent's needs.

Once a child has started, daily feed back to the parents is made via the key person verbally or through a daily diary with the babies. We also carry out observations on children attending nursery to show their learning and development and this information is kept in individual learning journals. Parents are encouraged to view their child's learning journal at any time.

Waiting List Criteria

Children will remain on the Waiting List until a place becomes available. If we cannot find a place in the timescale required then Registration Fees will be returned.

Flexible Funded Childcare & Education Offer

“Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or optional activities. Providers can charge for meals and snacks, consumables and optional activities as part of the free entitlement delivery, as long as parents are not required to pay as a condition of taking up their child’s free entitlement place. Where parents choose to purchase additional hours of provision or optional activities, this is a private matter between the provider and the parent” Operational Guidance April 2017

Children may access some or all of their funded entitlement with us. Children attending 2 settings will have their 15/30 hours split between the settings. The decision about which hours go to which setting is not always the choice of the parent and does vary by Local Authority. We will advise of our understanding of this in your setting if you choose to make such a split.

15 funded hours for 2 year olds are available for eligible families (see government criteria on their website), either with or without additional hours. Hours can be taken flexibly over a minimum of 2 days, over 38 weeks’ term time only or stretched over 52 weeks. Please note though that if attending for funded only hours, this attendance pattern may be changed once 3 yr entitlement starts, as our spaces in our Pre-school rooms are managed term by term, although we aim to offer continuity of care for your child at all times.

At the age of 3 years your child is eligible for the universal 570 hours of funded education which we offer flexibly as a stretched offer over 50 weeks a year. We also have some places to offer for 38 weeks. Our various sessions are shown in the tables in our Price. Any additional hours outside our funded delivery are charged for and your monthly invoice will show a clear breakdown of the funded and non-funded hours.

A further 570 hours of extended entitlement childcare are available for eligible families from September 2017. The eligibility criteria for this is available on the governments website www.childcarechoices.gov.uk or the childcare calculator at www.gov.uk/childcare-calculator . It is the parent’s responsibility to check their eligibility through HMRC and they must provide an eligibility code prior to being able to take up the extended offer. We offer our ‘30 hours’ in a similar way to our 15 hours as by stretching 1140 hours over 50 weeks a year. Our various available sessions are shown in our price list. Invoicing and funding will be handled that same way as described above.

Should your eligibility for 30 hours change then the company reserves the right to offer you an alternative place, with an altered attendance pattern, based on the Universal Entitlement as places are allocated dependent on the total number of hours in the settings. We will always endeavour to ensure continuity of care for your child in order to support their remaining with the setting but have limited spaces for some sessions.

Grace Periods have been put in place to support families where their circumstances and therefore their eligibility might change. These are:

| Validity end date: | LA audit date: | Grace Period End date: |
|---------------------------|-----------------------|-------------------------------|
| 1 Jan – 10 February | 11 February | 31 March |
| 11 Feb – 31 March | 1 April | 31 August |
| 1 April – 26 May | 27 May | 31 August |
| 27 May – 31 August | 1 September | 31 December |
| 1 September – 21 October | 22 October | 31 December |
| 22 October – 31 December | 1 January | 31 March |

Complaints Procedure for the Government Funded Entitlement

If you consider that your funded place has not be provided correctly, or the terms of your contract have not been fully explained, then you should make a complaint, initially in writing to the Manager of your setting, who will either handle this directly or pass along to her senior for a response. If you still do not get a satisfactory answer to your complaint within 4 weeks, then you may copy your complaint directly to the Area Manager at Debbie.barnes-adderley@thegeorgeeliot.com and you will receive a response within 2 weeks of it being received there.

If you still consider the complaint has not been dealt with satisfactorily then you may contact the Local Authority in which the setting operates and follow their complaints procedure. It is the responsibility of the Local Authority to ensure we are delivering our funded hours within the national guidelines and whilst we might not offer our funding in the way you might like to access it, the Local Authority can help you in finding a setting that might better suit your needs, if this is the cause of your complaint.

Ofsted are not concerned with, or have time to deal with, issues relating to funding or fee charges that are made for childcare or education. Their responsibilities lie clearly with the regulation and inspection of the welfare and safeguarding requirements and the children’s learning and development.

Any other complaints about funding should be made directly to the Department for Education via gov.uk or your local MP.

Review of Policy

This policy is reviewed annually.

Review date – March 2018