



## Admissions Policy

At Phoenix Education Day Nursery we can care for up to 73 children between the ages of 0-5yrs each day. The numbers and ages of children admitted to nursery comply with Ofsted's space requirements as set out in the EYFS.

We take the following into account when prioritising admissions:

1. Availability of places, taking into consideration child:staff ratios and staff availability.
2. Children who are already with us and who require additional places.
3. Children who have siblings who are already attending sessions.
4. When the application was received – spaces will be offered on a basis of who has been waiting the longest amount of time.
5. The nursery's ability to provide the facilities and staffing resources/arrangements necessary for the welfare of the child.
6. A child requiring a full time place may have priority over a child requiring a part time place – dependent upon occupancy and availability within a particular room.
7. Any other extenuating circumstances affecting the child's welfare or the welfare of his/her family.

We operate an Equal Opportunities Policy and ensure all children have access to nursery places and services regardless of gender, race, ability, religion/beliefs or sexual orientation of parents.

Prior to a child attending nursery parents must complete a registration form and pay a registration fee. By signing the registration form they are agreeing to the terms and conditions of the nursery as set out in our prospectus.

Necessary personal information is then gathered and the child is then booked into the nursery for settling in sessions. Personal information such as names, dates of birth, emergency contact details, allergies, parental consents are all required to ensure the safety and wellbeing of your child. By signing the registration form you also agree that we will hold, process and may share personal data under GDPR with essential third parties such as healthcare professionals, Local Authority and other educational providers. We are registered with the Information Commissioner's Office to handle and store this information.

A first invoice is raised and falls due for payment before your child's first day and monthly ongoing in advance by the first of each month.

## **Government Funded Childcare**

*Please read in conjunction with our Funding Leaflet for current figures and funding allowances.*

Government funding is provided for 38 weeks of the year. All settings administering government funding must offer free childcare/education sessions for the total length of time specified by the Local Authority across a school term or the funding can be 'stretched' equally over a year.

The nursery is open for 51 weeks of the year, closing for the week between Christmas and New Year and so we stretch the funding over these 51 weeks. We do not offer term time only childcare/education.

We offer full day care 07:30-18:00, morning sessions 07:30-13:00 and afternoon sessions 13:00-18:00. Any combination of sessions can be booked depending upon availability and staffing. By booking these sessions parents are choosing to purchase additional provision over and above the government funded sessions.

We endeavour to provide government funded sessions to children subject to availability. For admissions we have a termly intake beginning the term following your child's birthday after they have become eligible (01 January, 01 April or 01 September). When you register your child for a funded place, or if your child becomes eligible for funding whilst progressing through our setting, we will discuss your needs and, as far as possible within availability and staffing constraints, accommodate your wishes.

To claim funding you may be required to pass a code onto us issued by the Gov.uk website. It is your responsibility to regularly renew this code. You are responsible for all fees should the code expire or become invalid.

Government funding does not cover the cost of providing childcare / education and so our sessional charges are required to help make up the shortfall. These additional charges over and above the government funding cover the cost of the care outside of term time and for example, lunch, tea and all snacks, consumables, equipment and activities which allow us to deliver a quality education and fulfilled learning environment with the best opportunities for children.

Monthly invoices will show a summary statement of amount due for payment and this will include additional charges. Upon request, a full breakdown invoice is available to all parents clearly showing what element of your childcare/education is government funded and what is due to additional provision and charges.

We pledge to be especially mindful of the impact of additional charges to the most disadvantaged families in our community.