



## Admissions & Funding 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 (including funding) regardless of gender, race, ability, religion/beliefs or sexual orientation of parents.

Prior to a child attending, parents must complete a registration form and pay a registration fee. By signing the registration form they are agreeing to the terms & conditions and policies & procedures 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. Copies of original documents e.g. birth certificates are required to access funding. 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 (ICO) 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 Explained Leaflet*

Government funding is provided for 38 weeks of the year. All settings administering government funding must offer funded 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 are unable to offer term time only childcare/education.

Funded childcare amounts to 570hrs (15hr claim) or 1140hrs (30hrs claim) per year per child. This is stretched into 47.5hrs or 95hrs of funded childcare per month respectively.

Any combination of sessions advertised on our website or in our brochure can be booked depending upon availability and legal staffing requirements.

By booking the sessions that we offer, parents are choosing to purchase additional provision over and above the government funded sessions.

We do not accept part or 'split' funding arrangements where a claim for funding is made across multiple settings, we require that if you claim your funding through us that it is as a sole provider. The only exception to this is in the case of Special Educational Needs and/or Disabilities (SEND) where access to multiple settings is in the best interests of the development and specialised care of a child.

The entitlement is not dependent on a child's level of need and we will not deny or defer a place for a child on grounds of their disability or Special Educational Needs.

## **How to Claim Funding**

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.

You are required to obtain an eligibility code from Childcare Choices issued by Gov.uk. We will also require sight of original copies of documentation and a signed Parental Declaration form required by the Local Authority to consent to release funding for your child.

It is your responsibility to regularly renew this code and also to inform us if you fall outside of eligibility e.g. due to an omission to renew your code or loss of employment. You will be responsible for all fees should the code expire or become invalid.

## **Quality Supplement**

Funded hours are provided free at point of delivery and you are charged for the time your child is booked into nursery that falls outside of this allowance each month e.g. for a 15hr claim, 47.5hrs of childcare will be free at point of delivery each month and for a 30hr claim, 95hrs will be free at point of delivery and your invoice will be for all hours/sessions booked over and above this at our advertised rate.

The Local Authority state that funding cannot be claimed for more than 10hrs in any one day which is why we require you to have a minimum amount of sessions per week.

Funding does not cover the cost of meals, other consumables, additional hours or additional services. It does not fully cover the cost of providing childcare / education at this setting and so we request that you pay our Quality Supplement and that this is applied to all funded children at a monthly rate for either 15hr, 30hr or part thereof claims.

Monthly invoices will show a summary statement of amount due for payment and this will include the cost of care over and above your funded hours and a Quality Supplement charge that covers the following costs, of which this list is not exhaustive:

Healthy, balanced meals including breakfast, lunch, tea and snacks throughout the day. Nappy sacks, wipes, suncream, washing facilities for soiled clothes & bedding, medication (e.g. Calpol & Piriton), trips & outings, extra curricular activities, spare clothes, hats, gloves & wellies, access to our ParentZone software giving daily updates and an interface with staff, parties & celebration days. Staffing levels above minimum legal requirements and minimum qualifications to allow a greater quality of planning and delivery of activities and learning. At least one fully qualified Early Years Teacher employed by the setting. Staff training and development over and above the minimum requirement and the majority of our staff trained in Food Safety and Paediatric First Aid rather than the minimum requirement of one First Aider on site at any one time. Costs associated with the administration of claiming and applying the funding on behalf of parents, headcount and compliance.
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A breakdown of costings for the Quality Supplement is available in our Funding Explained Leaflet.

We ask parents to recognize that to provide the quality of care and education that we pride ourselves on and that our reputation is built upon, that the Quality Supplement is necessary to continue to offer funding. We do however appreciate the most disadvantaged families in our community may find it

difficult to meet this cost and we pledge to be especially mindful of the impact of our Quality Supplement and are always open to discussing your options or alternative arrangements to reduce costs.