



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.

We offer funded only sessions or you can choose to pay the Quality Supplement and book any combination of sessions that we offer, including 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 www.beststartinlife.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 unless you take up our Funded Only Offer

Funding is not intended to 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.

A breakdown of costings for the Quality Supplement is available in our Funding Explained Leaflet.

We ask parents to recognize that although these charges are not mandatory, to provide the quality of care and education that we pride ourselves on and that our reputation is built upon, the Quality Supplement is necessary. It enables us to offer high quality and enhanced educational experiences over and above the government's basic free childcare allowance.

If you accept to opt into sessions attracting the Quality Supplement, as a general rule (due to administration costs) we are unable to provide bespoke packages whereby we are requested to remove some packages and not others.

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

Food Package:

Healthy, balanced meals including breakfast, lunch, tea and snacks throughout the day. Formula milk, baking activities, dietary requirements beyond medical allergies. Picnics and party events.

Care Package:

Staffing levels above minimum legal requirements and minimum qualifications to allow a greater quality of planning and delivery of activities and learning. 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.

Seasonal and celebration events and keepsakes e.g. parties/Christmas and graduation events. Visits from performers and outside providers to enrich learning experiences.

Nappy sacks, wipes, suncream, washing facilities for soiled clothes & bedding, medication (e.g. Calpol & Piriton), aprons and protective clothing etc.

IT Package:

ParentZone access providing an interface with staff, IT equipment and maintenance to facilitate this and staff hours to upload enhanced feedback, observations and assessments beyond statutory requirements.

Outdoor package:

Trips & outings, extra-curricular activities, spare clothes, hats, gloves & wellies, access to play equipment, pushchairs for younger children, extra staffing for trips to maintain safety. Access to extended outdoor provision and maintenance of this.

EY Teacher Contribution:

At least one fully qualified Early Years Teacher employed by the setting for 3yr old children and above.

Administration:

Time allocated for securing resources and ordering (e.g. food, play resources and booking), preparing and administering funding and invoices, parent meetings and support calls, medicine administration (not mandatory in EYFS). Managerial support and time.

We appreciate that the most disadvantaged families in our community may find it difficult to meet the cost of our Quality Supplement. Also that some parents may wish to opt for basic childcare provision and we pledge to be especially mindful of the impact of our Quality Supplement and are always open to discussing your options or reasonable alternative arrangements to reduce or remove costs in exceptional circumstances.

Funded Only Sessions (Free Childcare)

We offer sessions that can be accessed without a registration fee or Quality Supplement although we do ask that you make a voluntary contribution toward any food or additional services that you choose to take up e.g. tea and snacks. You will need to supply all essentials e.g. wipes, suncream etc. when requested.

These sessions are offered on an availability only basis and we operate a waiting list if the sessions you require are unavailable:

- Sessions can be changed termly (with one month's notice) by us.
- You are unable to book extra/additional sessions.
- We are unable to accommodate changes to sessions.
- Feedback will be provided verbally and not through ParentZone.
- Settling in will be provided as part of your booked sessions.

We reserve the right to charge if you do not provide consumables that are requested (e.g. suncream/wipes) and late fees if collecting late and your place can be withdrawn immediately if either of these circumstances persist.