

Admissions Policy

It is our intention to make our setting genuinely accessible to children and families from all sections of the local community. Children may be registered and take up sessions at any time in the year, if we have availability, as there is no specific in-take point. This policy seeks to outline procedures and policies to ensure fair admissions for all.

1. Restrictions/staff: child ratio

As a registered Childminder with Ofsted, we are given guidance to the number of children, and their ages, we can care for on the premises at any one time. The full extract from the EYFS is written below.

We do not discriminate against age, religion, sex or ability. We are happy to take any baby/child within the registered number, including those entitled to EYE funding.

EYFS April 2017 – Childminders (page 26)

- At any one time, childminders (whether providing the childminding on domestic or non-domestic premises) may care for a maximum of six children under the age of eight. Of these six children, a maximum of three may be young children, and there should only be one child under the age of one. A child is a young child up until 1st September following his or her fifth birthday. Any care provided for older children must not adversely affect the care of children receiving early years provision.
- If a childminder can demonstrate to parents and/or carers and Ofsted inspectors or their childminder agency that the individual needs of all the children are being met, exceptions to the usual ratios can be made, for example, when childminders are caring for sibling babies, or when caring for their own baby, or to maintain continuity of care. If children aged four and five only attend the childminding setting before and/or after a normal school day, and/or during school holidays, they may be cared for at the same time as three other young children. But in all circumstances, the total number of children under the age of eight being cared for must not exceed six.
- If a childminder employs an assistant or works with another childminder, each childminder (or assistant) may care for the number of children permitted by the ratios specified above. Children may be left in the sole care of childminders' assistants for two hours at most in a single day. Childminders must obtain parents and/or carers' permission to leave children with an assistant, including for very short periods of time.

2. Opening Times

- We are open Monday to Friday 7am – 6pm (we limit those who attend till 6pm, due to the cleaning procedure and staffing)
- We close for Bank Holidays and part of Christmas week; these are not charged for.
- For Annual leave closures, you will receive adequate notice of closure, so that alternative childcare can be sorted.

3. Special needs

We are happy to take on children with special needs, providing we feel we can provide them with the care and equipment they need.

4. Virtual Tours

For new enquiries/prospective parents and carers we will provide video footage and pictures of the premises. We have suspended all 'in person' visits but will provide the same information through emails and phone calls.

5. Waiting list

Places are subject to availability and staffing levels. If no places are available, parents will be given the opportunity to join the waiting list. When a place comes available meeting the parent's criteria, they will be contacted and offered a place.

6. Registration/Applications

Application forms along with any information required about the place will be provided once there is availability for your child/children. Parents applying for admission of their children will be informed with regards to a place on a first-come-first served basis however, preference is given to existing families using the setting. You will be asked to complete all relevant forms, including any Local Authority funding forms before the agreed start date.

7. Funded Entitlement/Eligibility

- Currently all families with 3 & 4 year olds are eligible for universal offer of funded education, up to 15 hours a week during Term-time. From September 2017 this altered to offer extended entitlement to parents who meet the eligibility criteria for 30 hours a week funded term-time only.
- Parents will be required to check their eligibility online using the Childcare Choices website. **An 11-digit code will be required for 30 hours** plus some additional information filled out on the local authority form before funded sessions can commence for both 15 & 30 hours places.
- Parents must stay in eligibility to keep their 30-hour funded place. If a parent falls out of eligibility they will be charged for their child's booked sessions.

Please ask for further information regarding funded places and eligibility.

8. Settling in

We have revised our settling in policy due to COVID-19. Parents/carers are not allowed onto the premises, so all forms will be provided for completion and will need to be returned prior to their child starting date.

Parents/carers will be advised about the settling in sessions that are available prior to starting.

Settling in Session will be organised to suit the child and parents needs. The first session is an hour long and free of charge. If a child requires additional settling in sessions, this will be discussed on an individual bases with parents/carers. Any sessions after this will be charged at our hourly rate.

9. School wrap around

We offer pick up and drop offs to the local schools. This must be arranged at the time of your child's place being booked. Our current commitments to existing parents will affect which schools we can do wrap around for.

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