

## Admissions

### Policy statement

It is our intention at Kamelia Kids to make our nursery accessible to children and families from all sections of the local community, irrespective of their gender, race, disability, religion or belief or sexual orientation of parents. We aim to ensure that all sections of our community have access to the setting through open, fair, and clearly communicated procedures.

We care for children between the ages of 0-6 years. The numbers and ages of children admitted to the nursery must comply with the legal space requirements as determined by Ofsted. Other considerations in deciding which child can be offered a place in the nursery are:

- Availability of places, considering the staff/child ratios and the child's age.
- Children who have siblings already with us.
- The nursery's ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements.
- A child requiring a full-time place may have preference over one requiring a part-time place.
- Extenuating circumstances affecting the child's welfare or the welfare of the family.

### Procedures

- We ensure that the existence of our nursery is widely advertised in places accessible to all sections of the community.
- We ensure that information about our nursery is accessible, using simple plain English, in written and spoken form and, on request, provide in different community languages and in other formats.
- We arrange our waiting list in birth order. In addition, our policy may consider:
  - the age of the child, with priority given to children who are eligible for the free entitlement - including eligible two-year-old children.
  - the length of time on the waiting list.
  - the vicinity of the home to the setting.
  - whether any siblings already attend the setting; and
  - the capacity of the setting to meet the individual needs of the child.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our nursery and its practices are welcoming and make it clear that fathers, mothers, other relations, and carers are all operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity, or competence in spoken English.
- We support children and/or parents with SEND to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure we accommodate a broad range of families' needs.

- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
- Prior to a child attending nursery, parents must read the terms and conditions, complete and sign a registration contract form and provide proof of a child's ID e.g. birth certificate or passport.
- There is a non-refundable registration fee of **\*£75** (*excluding funded only children*), payable on booking a nursery place. If siblings are registered with us at the same time and attend the same sessions, we will only charge one initial registration fee.
- A deposit fee of **\*£100** per child will be charged unless the child is accessing Funded Entitlement (FE) sessions only. The deposit will be deducted from the final invoice once fees have been confirmed that they are up to date.
  - **\*Subject to periodic review**
- We offer a flexible settling in procedure to meet the child's needs.
- We may also offer a home visit to help your child bond with their key person and or SENDCo.

### **Government Funded Places**

All funded sessions are in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.

### **Universal Funded Entitlement (FE) for all 3- & 4-year olds**

Kamelia Kids currently provides funded places subject to availability. Children become eligible to Free Entitlement (FE) from the start of the term after their third birthday. Funded childcare places offer all 3- & 4-year olds up to 570 hours a year of funded childcare. This is spread over 51 weeks with a maximum of 11 hours per week.

### **Extended Funded Entitlement (FE) for all 3- & 4-year olds**

Kamelia Kids operates the extended hours funding stretched through-out the year i.e. 22 hours per week 51 weeks per year.

### **Funded Entitlement (FE) for 2-year olds**

Kamelia Kids does accept 2-year-old funded children if places are available at the time of application. As the nursery is open 51 weeks per year, eligible two-year olds can receive their FE and attend all year round.

For more information on help with childcare costs and funded childcare and education for 2 - 4-year olds go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

## Kool Kids Clubs

- We operate a breakfast club and after school club for children in Reception and Year 1 only.
- We operate a walking bus system with school drop off and collection from West Park School.
- Children from neighbouring schools are welcome but we are unable to offer a collection service.
- Our admissions policy is primarily one of first come first served. We operate the following criteria:
  - Children currently attending Kamelia Kids.
  - Siblings of children who attend Kamelia Kids.
  - Children leaving the nursery to attend West Park school.
  - Children wishing to attend 'Kool Kids' are required to pay a non-refundable registration fee of **\*£75** payable on booking a nursery place. A deposit fee of **\*£50** per child will be charged.

## Notice to leave

- You are required to provide one months' notice of withdrawing your child in writing, email is acceptable.
- If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. Please refer to our terms and conditions for full details.
- A final invoice will be issued reflecting the fees chargeable for the remaining period that your child attends - together with any previously invoiced amounts which remain outstanding and return of your deposit.

## Legal framework

Statutory Framework for the Early Years Foundation Stage (2017)