

## **ABC NURSERY POLICIES AND PROCEDURES**

### **POLICY 35: Admissions**

- 35.1 The nursery is accessible to children/families from all sections of the community.
- 35.2 We ensure that the nursery is widely known in the local area by advertising where all sections of the community can view the information.
- 35.3 The registration fee for a fee-paying nursery place is £100. This is a non-refundable fee which is used to cover administration and settling in sessions for your child.

35.31 Children in receipt of a fully funded 'standalone' place will not be charged a registration fee. However, a deposit of £100 will be charged to secure a child's funded place. This will be refunded at the end of your child's first funding term, following the termly submission of nursery information to Coventry City Council (known as Headcount date). This deposit will not be refundable should you choose to not take up your child's funded place with ABC Nursery before the termly headcount date.

35.32 Please note: as we do not require a 'Registration Fee' from parents whose children are accessing a funded place, please be advised that settling in sessions will not begin until the start of the child's funding period. IF you would like your child to complete 'settling sessions' prior to the commencement of their funding, you can opt to pay a £100 registration fee so that your child can seamlessly begin their funded place at the start of the funding period. This would not be refundable. A deposit will not be taken where a child is accessing a fully funded targeted 2-year-old place.

35.33 If the nursery is unable to offer a place for a child, then the registration fee will not be accepted, or it will be refunded.

- 35.4 A waiting list is in operation and places are allocated as and when a place becomes available that is suitable for the individual child's age and parent's needs.
- 35.5 We have a full description of our nursery & all our practices in clear terms welcoming both mothers/ fathers/ relations & carers from all cultural/ ethnic/ religious/ social groups.
- 35.6 We welcome children with disabilities if we can meet the child's needs within the constraints of the setting. These constraints may arise through the inability to provide extra staffing levels to ensure the safety and well-being of the child, and constraints arising from the design of the building. However, we acknowledge the legislation with regard to the Disability Discrimination Act and will make all reasonable adjustments that we can to include children with a disability. We will

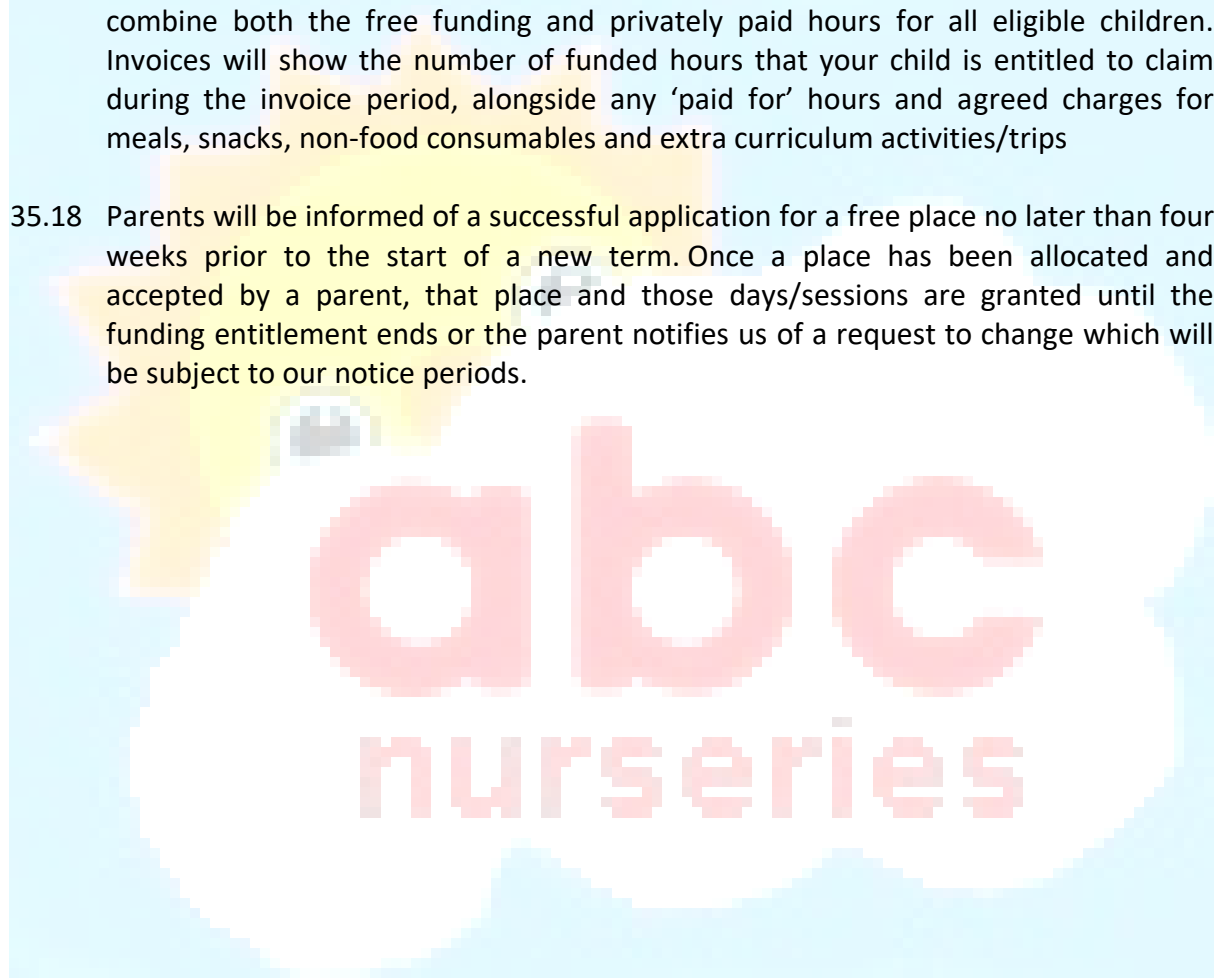
Policy updated	07/08/2025
Signed on behalf of ABC Nursery	
Policy review date	Sept 2025

have frank and open discussions with parents to access how we can meet such a child's needs within our setting.

- 35.7 We will endeavour wherever possible to be flexible about attendance patterns in order to accommodate the needs of individual families and children.
- 35.8 We will not admit children under 9 months old. However, parents do have an option to pay nursery fees to hold a place open for their child. If however, we do have vacancies in the nursery we will hold the place open until such a time when they can start. If spaces then start to fill we will inform the parents of the situation.
- 35.9 If we become full we will operate waiting lists and have clear guidelines and procedures of how we operate this waiting list.
- 35.10 It is the policy of the nursery to offer minimum days / sessions requirements not to cater for the business needs of the nursery (i.e. to enhance occupancy levels) but because we feel that this is in the best interest of the children.
- 35.11 Priority will be given in the following order:
- Families/children who are taking the most sessions / days in the nursery. (eg: full time place will take priority over a three sessions place)
  - Children who are already in the nursery.
  - Children whose sessions / days we can accommodate the best within what spaces we have available (this is more pertinent to mid-year places.)
  - Siblings of children who are already in the nursery.
  - Siblings of children who have attended the nursery in the past.
- 35.12 The minimum requirements are 3 sessions per week (or 1 day + 1 session) throughout our Pre-School and Sunshine groups in nursery. For a child in Toddlers and Raindrops groups, the minimum requirement is 2 full day sessions. (as half day sessions are not offered to these groups).
- 35.13 There may be extenuating circumstances e.g. a child with special needs when the owner can waive the conditions relating to minimum requirements and will discuss this request with the Nursery Manager.
- 35.14 If we only have two available sessions for a specific child, the owner may also waive the condition of minimum requirements in discussion with the Nursery Manager.
- 35.15 There may be other circumstances where the owner can waive the conditions of minimum requirements which would be in the best interest of the family situation. This will be discussed with the Nursery Manager.

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- 35.16 The nursery offers standalone fully funded term time only places. With all standalone fully funded term time only places, there is the option to purchase meals, snacks, non-food consumables and extra curriculum activities/trips and additional services at a further cost. Please see the Nursery Fee Handbook for further information.
- 35.17 In addition to these standalone fully funded places, we also offer models which combine both the free funding and privately paid hours for all eligible children. Invoices will show the number of funded hours that your child is entitled to claim during the invoice period, alongside any 'paid for' hours and agreed charges for meals, snacks, non-food consumables and extra curriculum activities/trips
- 35.18 Parents will be informed of a successful application for a free place no later than four weeks prior to the start of a new term. Once a place has been allocated and accepted by a parent, that place and those days/sessions are granted until the funding entitlement ends or the parent notifies us of a request to change which will be subject to our notice periods.



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