



Admissions Policy and Procedure Teddington

Created: November 2025

Reason: To be compliant with the Local Authority and Governments conditions around Funded Childcare we have amended our Waiting List Policy and Procedure to include details of the conditions surrounding our offering of funded childcare and renamed the policy to Admissions.

The Provision

Building Blocks nursery provides quality day care and education between 8:00am – 6:00pm Monday to Friday. Extended hours from 7.30am – 6.30pm are available upon request.

Our **Kids Club** is open from 8.00am – 9.00am for **Breakfast Club** and school drop offs, 9.15am – 12.15pm for our **Sessional Pre-School** (Term Time Only) and 3.00pm – 6.30pm for our **After-School Club** which includes school pick-ups. During the school holidays, which is organised around the Richmond school terms we run our **Holiday Club** programme from 7.30am - 6.30pm.

Sessions

Morning and afternoon sessions are offered within our **Beautiful Babies & Outstanding Ones** room only. Children are welcome to attend either a morning (8.00am - 2.00pm) or an afternoon (2.00pm - 6.00pm). There is a minimum attendance requirement of 4 mornings/afternoons or 2 full days.

All children in our **Top Toddlers** and **Pre-School** will be required to attend full days with a minimum attendance requirement of two full days.

In **Nursery School** children will be required to attend a minimum of two full days unless they are taking up a fully funded, term time only place.

Sibling Places

To assist families with more than one child under five years, we offer a 10% discount off the fees of the older child, or in the instance of twins off one child's fees. **There are no reductions for siblings in the Sessional Pre School or Kids Club.**

Registering your interest

We very much hope that once you have attended a learning walk at the setting that you will want to proceed onto the next stage in the enrolment process. If so there are two options available which are as follows;

Option 1: If you have been advised that a place is available for your preferred start date you will receive an email from our Early Years Admissions to confirm a start date and days offered. You will need to respond to the email to accept the place and then you will be required to secure it by paying the £30.00 non-refundable admin fee (one per family) and a deposit. **Deposits are not required for fully funded places.**

Important note: Once your deposit has been received, should you then decide not to start with us unfortunately your deposit will not be returned.

Option 2: If you are not looking to start with us in the immediate future or there is no availability within the setting for your preferred start date you may join our enrolment list by paying the £30.00 non-refundable admin fee so that you can be kept informed of a place for your child/ren. Once received your child/ren will enter onto the enrolment list in accordance with the date the admin fee is received. Siblings will be entered onto the enrolment list in accordance with the date their enquiry is received.

There is no admin fee for **Holiday Club** only families (Reception to year 2.) or for fully funded places.

We offer places in the following order;

- 1 Children of staff
- 2 Children in the room (internal waiting list)
- 3 Siblings (older child still attends)
- 4 Siblings (older child was attending when sibling joined the enrolment list)
- 5 External Families



Enrolment List

- If you entered onto the enrolment list due to no availability for your preferred start date or a for a place in the future our Early Years Admissions will keep in touch with any updates.
- When a place becomes available you will be contacted via email to let you know there is a place for your child. (Siblings are not guaranteed a place at the same time.)
- If a place is offered, you will be given a deadline to respond, usually 48hrs letting us know whether you wish to accept, decline or to request an extension to the deadline. Extensions will be granted at the discretion of Early Years Admissions.
- If you do not respond within the deadline set or you decline the offer, we will move to the next person on the list and you will remain on the enrolment and be contacted when a place next becomes available.
- If you do not respond to the offer, your place will be offered to another family and you will remain on the enrolment list and be contacted when a place next becomes available.
- Once a place is accepted you will be required to pay a deposit to secure your child's place. £200.00 for one or two days (one day only available for [Kids Club](#)) or £500.00 for three or more days. This will be refunded to you approximately 4-6 weeks after your child's last day provided that notice is given in line with our terms and conditions and your account is up to date. You will then receive an invoice via Eyma with advice on how to pay.
- If at any point your circumstances change and you no longer require your place then you will be given the option to move onto the [Kids Club](#) enrolment list for when your child joins reception or join our [Holiday Club](#) only distribution list if it was the [Kids Club](#) place you no longer need. If you do not require either then you will be permanently removed from the enrolment list.
- Full days will always take priority over half days for our [Beautiful Babies/Outstanding Ones](#).

Kids Club

When offering [Kids Club](#) places, we will follow the priority criteria as stated above, however, please note that consideration will also be given to current numbers on the school runs as this may impact our offering.

Automatic entry onto the enrolment list will take place on your child's first day in the nursery and in the April before your child starts Reception you will receive an email asking you to confirm if you still wish to be considered for a place in our [Kids Club](#).

Funded Childcare and Education Offer

The government funding is intended to provide 15 or 30 hours of free, high-quality childcare per week. However, it does not cover costs for meals/snacks, consumables, additional hours or enrichment activities.

- We primarily offer funding as an enhanced stretched model over 51 weeks.
- Limited places are available for term time only 15/30 hours funding (38 weeks.)
- Additional services such as meals/snacks, enrichment activities, consumables and additional hours are charged separately as a voluntary contribution and details can be found in our Early Education Funding Policy.
- Parents/carers can choose to opt out voluntary contributions.
- Parents/carers can choose 15/30 funded hours, with the option to opt out of meals and consumables, subject to availability and place allocations.
- Fully funded free places are available via a waiting list and are allocated on a termly basis. Parents/carers accessing a fully funded free place may need to allow for termly changes in days of attendance, based on our Place Plan model, which considers how sessions are efficiently planned for.
- If parents/carers choose the fully funded option then please note we plan these around available spaces and therefore we will allocate your days according to our availability. Whilst you may express a preference, we cannot guarantee you will receive the days requested.
- For 'Working Families Funded Places,' you will need to provide us with consent in writing to use your child's details and your address to check your eligibility for funding and Early Years Pupil Premium (EYPP.) You must also provide the National Insurance number of the applying parent and date of birth.

Changes in Funding Eligibility

- If a family's eligibility for Working Families 30 hours funding changes, we will offer an alternative place based on the Universal Entitlement, subject to availability.
- We aim to maintain continuity of care but have limited space for certain session times.

If you are not eligible for funding then we invite you to talk to us as we also offer non-funded private discounts on these hourly rates.