

# **Admissions Policy**

## GENERAL

Little Lancing Day Nursery & Forest School offers day care for children aged from 2 months to 5 years 51 weeks a year. Our annual Christmas closure is from Christmas Eve at 1pm until 31 December inclusive and the nursery is closed on Bank Holidays.

It is our intention to make our nursery accessible to children and families from the local area and it is widely advertised in places accessible to all sections of the community.

We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

At Little Lancing we accept, promote and engage with the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

## VISITING THE NURSERY

Parents are encouraged to arrange a personal visit during a normal day to find out what Little Lancing has to offer. There may be opportunities to visit at an Open Day during the year.

## ADMISSIONS

The Nursery Manager is responsible for recruiting children to Little Lancing and for ensuring a smooth entry to the Nursery for all children and parents.

## POINTS OF ENTRY

The Nursery has three rooms – Explorers, Investigators and Pre-School. Broadly speaking, Explorers is for children aged 3 months to 2 years, Investigators is for children aged 2 to 3 years and Pre-School is for children aged 3+ years. Occasionally the transition from one room to another may be flexible, to meet the needs of children. This will always follow consultation with parents/carers to ensure a smooth transition to the next room. Please see our Transitions Policy for further information.

Admission may take place at any time during the year, provided a place is available. Funded hours are available, where eligible, for 3-year-olds in the term immediately following their third birthday and funded hours, where eligible, for 2-year-olds are available immediately following their second birthday.

## ENTRY PROCESS

- Parents may make an initial enquiry via our website or by contacting the Nursery direct to make an appointment to visit.
- After visiting the Nursery and parents discussing their session requirements with the Nursery Manager, Little Lancing will confirm availability. Spaces are given on a first booked basis, however, priority is given for parents requesting full-time places (over 30 hours). Priority will be made for siblings who already attend the setting and Lancing college staff children.
- Parents/Carers then apply for a place by completing and signing our enrolment form and terms and conditions forms and submitting these with the non-refundable administration fee of £50 and refundable deposit of £200.
- The place and start date is confirmed to Parents/Carers by the Nursery Manager. We operate a waitlist if no space is available.
- Parent/Carers are asked to book 3 settling in visit for their child shortly before they are due to start. Please see our Transitions Policy for further information.

## SIBLING POLICY

Priority will be made for siblings of children who already attend the setting.

## DISCOUNTS

We offer a sibling discount and a discount for five-day bookings for standard or extended days. Please see the Little Lancing Fee Schedule for further information.

## RELIGIOUS BELIEFS

Little Lancing welcomes and includes those of all faiths, or of none.

## DISABILITIES

Human rights and freedoms are respected and our physical facilities are accessible for the disabled. We do all that is reasonable to ensure that our culture, policies and procedures are made accessible to children who have disabilities and to comply with our legal and moral responsibilities under equality legislation to accommodate the needs of all applicants.

## LEARNING SUPPORT

Little Lancing aims to enrich and extend the learning of all children in its care in accordance with the DFE's SEND (Special Educational Needs and Disability) code of practice. The ethos of the nursery is to promote learning potential and emotional well-being in all children. We recognise that children learn at different rates and have individual needs and our aim is to empower them to fulfil their learning goals. Little Lancing strongly encourages parents of children with any form of special educational need or disability, as defined under the updated Department for Education's SEND Code of Practice, to discuss their child's requirements with us before going through the admissions process. Each child with SEND or learning difficulty is considered for admission on an individual basis. We can provide additional 1:1 support for children with special needs subject to needs and funding availability.

## EARLY YEARS FUNDED PLACES

- We offer funded places for 3- and 4-year-olds for every child, irrespective of background or family circumstances, subject to vacancies and confirmed availability, particularly in core hours. Funded places are offered from the term following a child's third birthday up until they reach compulsory school age and at Little Lancing this equates to around 11 hours a week extended over 51 weeks a year.
- We offer additional funded places for 3- and 4-year-olds which is means-tested and limited to a maximum of around 22 hours per week extended over 51 weeks a year. This is subject to availability of places and parents providing us with the code giving proof of eligibility.
- There may be additional charges for activities and provision beyond the EYFS, such extra-curricular activities during core hours.
- We offer funded places for two-year-olds, subject to Local Authority means and needs assessment. This is subject to availability of places and parents providing the code giving proof of eligibility.
- Parents of any child enrolling and accessing a solely Early Year funded place is not required to pay a registration fee or deposit. Any additional hours booked will result in a registration fee and deposit being charged.
- Please see our Early Years Funding Policy for more information.

## THE CONTRACTUAL TERMS AND CONDITIONS

Little Lancing fees include meals and snacks, wipes and all Early Years Foundation Stage activities. Fees do not include formula milk, follow on milk, disposable nappies or extra-curricular activities.

We require a minimum booking of two sessions per week. Fees for booked sessions are always payable monthly in advance, whether the child attends or not. We do not charge fees for the annual closure period. Any additional sessions or charges are made on the next available invoice.

No child can be admitted to Little Lancing unless we have received a signed registration form from their parents and we are in receipt of the deposit of £200, which is refundable when the child leaves us. Solely Early Years funded places do not require the deposit to be paid.

Parents are bound by our Standard Terms and Conditions.

## SAFEGUARDING IN THE ADMISSIONS PROCESS

The Admissions process is an integral part of Little Lancing's commitment to promoting the safety and welfare of every child in the Nursery, in line with the Little Lancing Safeguarding (Child Protection) Policy. Staff receive regular training and are aware of the importance of this for every child. It is

important that parents also share any information that they are aware of with the Nursery Manager to ensure that we can support their child.

## DATA PROTECTION IN THE ADMISSIONS PROCESS

As part of the admissions process it is necessary for the Nursery to process relevant personal data regarding children joining us. The Nursery will process data in accordance with its Data Protection policy and in line with the GDPR (Guide to the General Data Protection Regulation).

Only data that is necessary for the Admissions process will be collected. Following an enquiry for a place at Little Lancing it is assumed that a legitimate interest exists for both parties to be in contact, that parents have a genuine interest in the Nursery and therefore expect to receive relevant information and news.

Once a child is withdrawn from the Admissions process, parents will not receive further information from the Nursery. Little Lancing will be responding to the requirements of the 2018 legislation as and when they become clearer. Parents can ask at any time not to receive further contact. Please contact the Nursery Manager if you would like to be removed from our database.

## COMPLAINTS

We hope that the process of joining Little Lancing is straightforward and supportive. If however you feel that we have fallen short of what you would have expected we would appreciate the opportunity to address this either informally or via the Nursery's complaints procedure, which is available on the Nursery website.

Author:	RM
Created:	August 2019
Reviewed:	August 2021
Updated:	JO March 2022
Next Review:	March 2023