

Admissions Policy

Effective September 2024

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 1pm on Christmas Eve at (or the last working day before Christmas Eve if it falls at a weekend) until 1 January inclusive. Our main intake takes place in September each year but may take place at any time during the year, provided a place is available.

Our nursery is accessible to children and families from the local community. We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We work with parents to support children for whom English is an additional language.

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 visit Little Lancing to find out what the nursery has to offer, either by attending one of our periodic open events or by arranging a personal visit during a normal day.

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 2 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 to ensure a smooth transition to the next room. Please see our Transitions Policy for further information.

ADMISSIONS CRITERIA

- From September 2024, our minimum booking period is 20 hours a week, either two standard days, four half days or a combination of standard day and half days. Parents requiring fewer hours should discuss this with the Nursery Manager.
- Priority is given to parents booking standard days, rather than half days and longer booking patterns are given priority over shorter booking patterns.
- Wherever possible, we try to accommodate requests for siblings of current children to join the nursery, subject to space being available. Current parents are advised to give us as much notice as possible so that we can consider this alongside external applications.

DISCOUNTS

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

EARLY YEARS FUNDING

We offer the following funding for up to 11 hours per week, stretched over 51 weeks a year:

- LA Issued Early Years funding for 2 year olds of up to 11 hours per week, subject to availability of sessions. No registration fee or entry deposit is required for LA Issued funded hours only.
- Early Years Universal Funding for 3 and 4 year olds for every child, irrespective of background or family circumstances, of up to 11 hours per week, subject to availability of sessions.
- Funded-hours-only sessions for 3 and 4 year-olds are offered between 2 and 6pm, subject to availability. There is no registration fee or entry deposit for Universal Funded hours only bookings.

EARLY YEARS FUNDING FOR WORKING PARENTS

Subject to availability of sessions, we offer stretched funding over 51 weeks to working parents who meet the government eligibility criteria which are currently the same for all age groups.

- From September 2024, eligible parents with children who have attained the age of at least 9 months will be able to access up to 11 hours per week from the start of the following term.
- Eligible parents of children who have turned 2 will be able to access up to 11 hours per week from the term following their second birthday.
- Funding for 3 and 4 year olds is offered from the term following a child's third birthday up until they reach compulsory school age which gives a maximum total funding of 22 hours a week.

ELIGIBILITY FOR FUNDING

- LA Issued Funding is arranged by the Local Authority and parents must provide us with the code the LA issues to them. This will move to Universal Funding (or Early Years Funding for Working Parents) the term after the child turns 3.
- Universal Funding is applied for on behalf of parents by the nursery and applies from the term after the child turns 3. Term start and finish dates are set by the LA.
- All funding for working parents must be applied by parents via their government tax free childcare account. Parents must provide us with the code issued to them by HMRC which gives proof of eligibility by the deadline given by the Local Authority. Funding is applied at the start of term **after** the child reaches the age required (ie 9 months, 2 years and 3 years of age). Term start and finish dates are set by the LA.

In all cases, parents will need to sign a Parental Declaration form, which the nursery will supply to them in good time. If they have not done so already, parents will need to open a government tax free childcare account to apply for the Early Years Funding for Working Parents.

GENERAL EXTRAS

At Little Lancing, for children in receipt of Universal Funding and/or Early Years Funding for Working Parents, we charge General Extras for consumables and activities beyond the requirements of the Early Years Foundation Stage (EYFS), such as meals, extra-curricular activities and outings. For 2024-25, this is charged at a flat rate per week for children aged between 9+ months and 2 years in receipt of funding and it is calculated at an hourly rate cumulatively on funded hours taken during core hours, for children in receipt of 3 and 4 year Universal and Early Funding for Working Parents.

Please see our Early Years Funding Policy and Fee Schedule for more information.

DISABILITIES

Human rights and freedoms are respected, and our physical facilities are accessible, or can easily be adapted, 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.

THE CONTRACTUAL TERMS AND CONDITIONS

Little Lancing fees include meals and snacks, wipes and all Early Years Foundation Stage activities. If Universal Funding or Early Years Funding for Working Parents is claimed, then General Extras apply. Fees do not include formula milk, follow on milk, disposable nappies or extra-curricular activities.

From September 2024, we will require a minimum booking of 20 hours 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 or for Bank Holidays when the nursery is closed. 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 entry deposit of £200, which is refundable when the child leaves us. Solely Universal Early Years or LA Issued funded places do not require the deposit to be paid but should parents later extend their booking beyond the 11 hours funding, payment of the deposit will be required.

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 our 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. 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.

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