

## Admissions Policy and Procedure, including EEE places



### Statement of Intent

It is our intention to make our setting accessible to all children and families from all sections of our local community.

### Aim

The aim of this policy is to ensure that all sections of our community have access to the setting through open, fair and clearly communicated policies and procedures.

### Methods

In order to achieve this aim, we operate the following admissions policy.

- We ensure our setting is widely advertised in places accessible to all sections of the community.
- Our waiting list is prepared on a first come, first served basis. Priority is given to siblings of children who already attend the nursery.
- We take into consideration the ratios of adults to children and never exceed these ratios when admitting children.
- We describe our setting and its practices in terms that make it clear and are welcoming to fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We make our equal opportunities policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

We operate the following admissions procedure.

- Registration forms must be completed for all children.
- Deposit and registration fee paid by day care children must be paid in advance of the child starting their place.
- A confirmation letter will be sent from the nursery once a deposit and registration fee has been received.
- A nursery Welcome Pack will be issued to all new parents once a deposit has been paid. This will include registration details for the webcams, policies and procedures and general helpful information about the nursery.

### Admissions Policy and Procedure for Flexible Free Entitlement

- Preschool hours entitlement:
  - We offer 15/30 hours per week over 38 weeks depending on eligibility
  - We can also offer these hours over 51 weeks of the year, but it will be pro-rata 11/22 hours per week.

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- We can offer up to 10 hours in one day, (see days offered below) but you will only be entitled to 13/26 hours in total if accessed over 2 days.
- 15/30 hour per week entitlement can only be accessed over two providers at any one time. The nursery must be notified if your child attends another setting.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.
- We can offer the following flexible hours:
  - Monday through to Friday 9 am to 12 noon
  - Monday through to Friday 1pm to 4pm
  - Monday 7:30am to 6:00pm
  - Friday 7:30am to 6:00pm
- When a child accesses the nursery over mealtimes, a fee will be charged and paid one month in advance:
 

○ Breakfast (8:15am- 9.00am)	£1.00
○ 2 course hot lunch (11:45am)	£3.00
○ Tea (4pm)	£1.50
○ All food	£7

packed lunches are allowed within the nursery setting.
- Sessions are set each term and cannot be altered until the following term.
- Sickness, holidays or absenteeism must be confirmed in writing for the nursery to comply with government regulations when applying for funding on your behalf. Attendance levels need to be over 85% in order to retain your child's place.
- Failure to regularly attend a funded place will result in your child losing that place and the government may request that a parent pay back the funding that was applied for.

All policies are reviewed annually. This policy was reviewed in January 2023 by Kayleigh wadsworth