



Batford Nursery School & Day Care

BATFORD DAY CARE LTD ADMISSIONS POLICY

Version	1.0
Based on Model Policy	Not applicable
Review body:	Board of Directors
Date issued:	June 2019
Review frequency:	Annual
Target audience:	All stakeholders

Version	Date	Notes
V1.0	June 2019	2019/2020 policy

Batford Nursery School and Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Nursery School and Day Care, Holcroft Road, Harpenden AL5 5BQ

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Admissions Policy

1. Rationale

The Directors of Batford Day Care Ltd aim to provide a fair and transparent admissions system and this policy concerns admissions to Batford Day Care, which caters for children from 0-5.

The Admissions Policy is reviewed annually.

2. Batford Day Care Admissions Policy

Fee paid Day Care is available for children from 6 weeks to 4 years 11 months, 51 weeks per year. The setting has childcare spaces for 15 babies (0-2s) and 24 children aged 2-3.

A further 24 places are available for children aged 3-4: both funded and fee paid care for these children during term-time school hours is integrated within the Nursery School setting.

2.1 Funded 2s

Some 2 year olds can get 15 hours' free early years education: for eligible families, these sessions are offered on a sessional basis term time only.

It is the responsibility of the parent to obtain the requisite eligibility code

The number of funded places is limited: there are 16 funded places at Batford Day Care Ltd (8 morning places and 8 afternoon places). Where applications exceed the number of funded places available, the Admission Rules below (which are the same as those for Batford Nursery School admissions) are applied in order:

Rule 1: Children with a Statement of Special Educational Needs which names the school will be allocated a place in accordance with section 324 of the Education Act 1996. Also children with an EHC (Education, Health and Care) Plan that names the school.

Rule 2: Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).

Rule 3: A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

Rule 4: Medical or Social Needs – Children for whom it can be demonstrated that they have a particular medical or social need to come to Batford Nursery School.

Rule 5: Children currently attending Batford Day Care

Rule 6: Siblings of children currently on roll at Batford Nursery School or Batford Day Care at the time of application.

Rule 7: Children of staff at Batford Nursery School or Batford Day Care.

Rule 8: Child's nearest school – Children for whom it is their nearest Nursery offering funded places. We compute distances using a computerised mapping system, taking the measurement from the AddressBase Premium address point of your child's house to the address point of the school

Rule 9: Any other children

If more children qualify under a particular rule than there are funded places available, a tiebreak will be used. That means the next rule will be applied to those children. If more children qualify under Rule 8 or 9 than there are places available, priority will be given to those who live nearest to Batford Day Care (measuring distance as specified in Rule 8).

2.2 Application Process

Application for all day care provision, including wraparound and holiday care, should be made to the Day Care Manager, who is responsible for all Day Care Admissions.

Parents may contact Batford Day Care at any time to request a place or to register their child on the Day Care continuing interest list. This includes applications made in the name of a child not yet born.

Priority will be given to maximise occupancy. There is no right of appeal when the Day Care is unable to offer parents the provision they require; however, where there is no space currently available, parents can ask to be placed on the Day Care's continuing interest list and will be contacted if or when the space they require becomes available.

Children attending Batford Day Care will be given priority for a 15 hour funded place and wrap around care in Batford Nursery School the term after their third birthday.

Batford Nursery offers a pattern of 5 morning or afternoon 15 hour term time only sessions. 30 hour funded sessions, wrap around and holiday care may be booked subject to availability

2.3 Deposits

Once an offer has been made – either firm or provisional – a deposit payment, as specified in the Terms and Conditions document, must be made within ten days in order for the place to be reserved. If the deposit is not paid within this time, the offer will be withdrawn and a new application must be made if a place is still required. One month's fees equating to the sessions booked will be required in full the month prior to the child's start date. In respect of firm offers, this is non-refundable in the event that the child does not take up the place as arranged. For children who join the Day Care as scheduled, the deposit payments will be set against the final month's invoice.

To ensure the financial sustainability of Batford Day Care, the Directors look to maximise occupancy at all times. Therefore, in respect of provisional offers, in the event that another family requests an earlier start date or more sessions than those reserved, parents may be contacted and asked to review their requirements. In the event that Batford Day Care can no longer provide a place, the deposit will be returned.

2.4 Changes to Day Care Requirements

If a reduction in requirements is requested once a child has started at the setting, Batford Day Care reserves the right to review whether it will continue to offer provision or whether there is another family on the continued interest list with a higher priority.

Note that one month's notice is required for any change in day care pattern, or reduction in number of sessions once bookings have commenced.

2.5 Fees

Batford Day Care Fees are set out in the annual schedule of charges and all offers are subject to the Day Care's Terms and Conditions document.

3. Roles and Responsibilities

All staff are expected to follow this policy when advising prospective parents and admitting children to Batford Nursery School and Day Care.

The Day Care Manager will ensure that:

- Children are admitted in accordance with this policy
- The school and day care application/registration forms are compliant with the GDPR (Data Protection).
- There is good communication between the Nursery School and Day Care settings

The **Board of Directors of Batford Day Care Ltd** will ensure that:

- The admission arrangements are reviewed annually and consultation takes place on changes as appropriate
- The admission arrangements are made available to parents and prospective parents.
- An admissions register and register of continued interest is kept.