



Admissions Policy

Willowdene Nursery School endeavours to have an inclusive and fair admissions policy and procedure and to have a clear order of priority for offering places at our nurseries.

This Admissions Policy and procedure explains how we manage admissions and enrolment of children into our nurseries and should be viewed in conjunction with our Terms and Conditions, which can be found on our website.

Equal Opportunities and Data Protection

We are keen to represent a cross section of members within the community and do not discriminate against children or families, or prevent entry into our settings, on the basis of colour, ethnicity, religion or social background.

We do not discriminate against children or adults with learning difficulties and disabilities.

In compliance with current UK data protection legislation, any data provided to Willowdene Nurseries will be kept secure and treated with confidentiality. The data collected will only be used by Willowdene Nursery and will not be disclosed to any external sources without prior consent.

Schedule of Attendance

We offer the unique flexibility of taking bookings by the hour, we do not restrict you to attending during strict session times or hours, meaning you need only attend for the hours you actually require.

At our Chineham nursery we have a minimum attendance of:

25hrs per week 0-3yrs
15 hours per week 3+yrs.

At our Sherfield Park nursery we have a minimum attendance of:

15 hours per week

We offer FULL TIME CARE over 51 weeks of the year.

(We close Christmas Week and Bank Holidays -you will not be charged for these)

Unfortunately it is no longer economically sustainable for us to offer Term Time only bookings.

Children may attend Term Time only but fees must be paid throughout the year.

For children joining us in our Preschool rooms, intake sessions start in September each year. Anyone requiring a later start date to these rooms will not be guaranteed spaces will be available.

Securing a Place

Parents may request spaces via telephone, email or through our website. An Enquiry Form will then need to be completed and returned to us. If we have available spaces you will be sent a Confirmation of Acceptance Form and an Administration Fee is payable. Once this is returned to us, and the Administration Fee paid, a child's place is deemed accepted and these spaces will be allocated to you and not given to others. For this reason we ask that you inform us of any change to your requirements as soon as possible. Notice before three months will incur no fee but after this we require payment as below. The Administration Fee is non refundable if a child's place is cancelled.

Once a parent/guardian has been offered a place for their child they will be given a deadline date to return the Confirmation of Acceptance to secure the place. Failure to secure the place by the deadline will result in the loss of the place.

By signing and returning the Confirmation of Acceptance parents/guardians are confirming that they are accepting the start date in advance. If you are not yet sure of your exact start date, we would require this on receipt of your Contract.



Contracts

Approximately four months before your required start date you will receive our Contracts. You will then be required to pay two weeks fees in advance. Once start dates are written and agreed by the Contract, they cannot be put back without being subject to the following conditions.

NOTICE PERIOD (TIME BEFORE START DATE)	OVER 4 MONTHS	LESS THAN 4 MONTHS	LESS THAN 2 MONTHS	LESS THAN 1 MONTH
CANCELLATION OF ALL SESSIONS	NO CHARGE	ONE MONTH'S FEES	TWO MONTHS FEES	THREE MONTHS FEES
CHANGE TO NUMBER OF SESSIONS	NO CHARGE	ONE MONTH'S FEES OF THE CANCELLED SESSIONS	TWO MONTH'S FEES OF THE CANCELLED SESSIONS	THREE MONTH'S FEES OF THE CANCELLED SESSIONS
CHANGE TO START DATE (POSTPONEMENT OF SESSIONS) CHANGE TO BOOKING	There is no charge for postponement of sessions by one month of the start date above. Longer than one month deferment will result in cancellation of bookings and your space will be offered to children on our waiting list. If you wish us to hold your place, full payment will need to be made for the duration of postponement period. Re-registration for spaces at your preferred later date will be possible, but will be dependent on our availability. Changes that do not reduce the number of sessions booked (eg swap a reserved day) can be made if available. Decreasing the number of sessions booked will be considered however we reserve the right to <u>cancel your booking and withhold all or part of the deposit</u> if the decrease is greater than one day or two half sessions, or there is an unreasonable delay to the start date. It is not possible to reduce your booking for 12 weeks after commencement.			

Notice Period

Once your child has attended Willowdene for 12 weeks , **SIX WEEKS** written notice is required if you wish to withdraw your child from the nursery. Fees are payable during the whole of this time, fees are also payable if there is any delay in taking up the place once accepted. Any additional, or change of sessions, does not affect this contract. If a parent wishes to defer their child's start date it may mean that they will need to join/rejoin our waiting list and a later start date cannot be guaranteed. PLEASE NOTE: Requests for a reduction to less than our minimum hours of attendance will not be granted.

The nursery is closed for one week at Christmas and all bank holidays, when fees are not payable. However charges will be made when the Nursery is closed for Staff training days (a maximum of three days per year) Staff training is a requirement set out by our local borough and Ofsted, and ensures your child receives the best care possible as better trained staff are better equipped to help your child develop essential skills. Parents will be notified well in advance of day closures.

Waiting Lists

Our waiting lists for both Nurseries (Chineham and Sherfield Park) and for our Willowdene Club are divided into Internal and External Waiting List.

Priority is given in the following order:

1) Children of families with exceptional circumstances/special needs – whether social or medical grounds. Supporting evidence will be required upon registration and an assessment will be undertaken to ensure the nursery concerned is suitable to cater for the child's individual needs.

2) Internal Waiting List –

- a) Families with children already attending Willowdene Nursery and requiring additional sessions.
- b) Siblings of children currently attending Willowdene.
- c) Siblings of children who have previously attended Willowdene

3) External Waiting List-

- a) Families requiring full time care
- b) All other families



WILLOWDENE NURSERY SCHOOL
42 Reading Rd, Chineham, Basingstoke, RG24 8LT
Tel: 01256324191 willowdene@btconnect.com willowdenenursery.org.uk

To be put on our waiting list please contact the Nursery as above, where you will be asked to complete our Enquiry form.

Positions on our waiting lists will be in order of date and time from the receipt of our Enquiry Form. You will be notified by email when we have received this, together with your position on the waiting list.

PLEASE NOTE:

We are unable to predict when spaces will become available and therefore cannot give you a time scale.

Saying that you are flexible in days/hours required is a definite advantage. So is initially accepting less days/hours than you require.

We will always endeavour to offer the days and hours requested. However, if we are unable to offer what is requested, we will offer the days/hours that we do have, with the option to swap when the requested sessions become available.

Once sessions become available we will contact you by email and/or a phone call. If we cannot contact you, or have no response from our email, we would remove your details from our waiting list. From the date the offer is made you will have a maximum of 5 working days to decide whether to accept the place.

Government Funded sessions

We offer all funding including 2yr old, and the 15 and 30 hours government funding for 3-4yr olds. Once a child is eligible for funded sessions bookings can only be made by the hour.

2yr old funding

For families in England, receiving some forms of support. Children aged two years are entitled to 15 hours funded. There are eligibility requirements to receive this. To check, please visit

<https://www.childcarechoices.gov.uk/>

15 hours funded – this amounts to 570 hours per year.

Children are eligible for this funding from the term following their 3rd birthday. We deliver this funding over 51 weeks of the year meaning you will be claiming 11 hours per week.

30 hours funded – this amounts to 1080 hours per year.

Parents will need to apply to the Government to obtain this funding. There is eligibility criteria and is dependent on family income and working hours. To check, please visit

<https://www.childcarechoices.gov.uk/>

We deliver this funding for children attending a minimum of 30 hours and for 51 weeks of the year, meaning the weekly claim will be 22 hours per week.

N.B. Receipt of Tax credits will affect your eligibility for 30 hours funding.

Please note: The government funding is not intended to cover the costs for meals, daily consumables, additional hours or additional services