

## **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

### **10.1 Admissions and Allocation of Sessions**

#### **Policy statement**

It is our intention to make Ashridge Nursery accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. The same standards of practice are offered throughout the day regardless of whether it is a morning or afternoon session being attended.

#### **Procedures**

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form.
- We enable children to be registered with Ashridge Nursery at any age.
- We arrange our waiting list in birth order and aim to offer sessions according to the preferences of the individual: all mornings, all afternoons or a combination of both.
- In addition, our policy may take into account the following:
  - the length of time on the waiting list.
  - the need to offer up to 15 hours a week to new starters, whilst supporting the parents' choice to start with fewer hours and then building up hours over time.
  - When demand is high, all children on the waiting list will be offered a place but with a maximum of 6 hours per week;
  - The need to limit all 3 year olds to a maximum of 9 morning hours per week, until the term before they start school if their 4<sup>th</sup> birthday is during the summer term. This does not affect the right of grant holders to have up to 15 hours per week if required, as the balance will be available in the afternoon sessions.
- We ensure that existing children are given priority in increasing their sessions within their relevant age groups, oldest first (children are grouped, based on School Admissions). All requests must be received by the date issued by the Administrations Officer for each term.
- At our setting the Early Years Free Entitlement may be taken as detailed below:

#### **Universal Entitlement**

All three and four year old children are entitled to 15hours of free child care for each week of school term, starting in the school term after they turn 3. At this setting the 15 hours Universal Entitlement may be taken as detailed below:

### **3 Hour Sessions**

- Mornings 8.45am - 11.45am and/or afternoons 12.30pm – 3.30pm

### **Full Days**

- From 8.45am until 3.30pm
- Available every day
- Lunch Club (11.45-12.30) is provided at an additional charge, or children can go home for lunch
- The child must bring their own packed lunch if staying for lunch at Nursery

### **Some examples of how you may take up your 15 hrs include:**

- Up to 5 mornings 8:45-11:45 Monday to Friday = 15 hours
- Up to 5 afternoon 12:30-15:30 Monday to Friday = 15 hours
- A combination of morning and afternoon sessions.
  
- A combination of 3 hour and Full day sessions:  
8:45am- 3.30pm on 2 days per week + 1 morning **or** 1 afternoon = 15 hours  
8:45am- 3.30pm on 1 day in the week + 3 mornings **or** 3 afternoons = 15 hours

### **Extended Entitlement for Working Parents**

Some children may be eligible for an additional 15 hours per week. Parents need to apply for confirmation of their eligibility and will be given a unique code. The nursery will need to be in receipt of this code before the additional 15 hours can be allocated. We will also need the parent's National Insurance number.

Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to apply for your code.

30 hours of free child care can be accessed in the following way:

### **Full Days**

- From 8.45am until 3.30pm
- Available every day
- Lunch Club (11.45-12.30) is provided at an additional charge, or children can go home for lunch
- The child must bring their own packed lunch if staying for lunch at Nursery

### **Additional Services**

We appreciate that the 15 hours free entitlement alone may not be sufficient for some family's needs but they may not be entitled to 30 hours of funded childcare. Ashridge Nursery can also offer the following at additional cost (subject to availability):

- Extra sessions
  - Can be purchased at a cost of £16.50 per 3 hour session, excluding lunch club.
- Lunch Clubs
  - Available each day 11:45-12:30
  - There is a charge of £5.00 per lunch club payable half termly in advance.
  - The child must bring their own packed lunch

**Access to all Sessions and Additional Services are subject to availability.**

- Whilst recognising parent's preferences for sessions, the Nursery reserves the right to limit changes to any sessions to ensure adequate contact is maintained between child and key person.
  - Although we know that national guidelines state that it is not in the best interests of the child to attend more than one setting, if we are not able to offer a child 5 sessions we will give the parents the option of attending another setting as well.
  - We describe our Nursery and practices in terms of how it enables children with a wide range of individual and additional needs to take part in the life of the Nursery.
  - We make our equal opportunities policy widely known.
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- We offer funded places in accordance with the Local Authority Terms and Conditions
  - Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
  - Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
  - We support children and/or parents with disabilities to take full part in all activities within our setting.
  - We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
  - We share and widely promote our Valuing Diversity and Promoting Equality Policy.
  - We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
  - We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
  - Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.