



## **Admissions & Waiting List Policy**

Admissions are made to ensure that our setting operates to as near full capacity as possible, as set out by Ofsted registrations.

Admissions are made at the discretion of the management, but places are available to everyone in the community who requires day care for their children, whilst they are, primarily, at work. Admissions are available all year round without reference to ability or aptitude.

Initially an online Registration of Interest form is submitted. A show round visit will then be scheduled on receipt of this form. Once a visit has taken place, fees and funding schedules will be provided.

A Reservation and Administration Fee will become payable once a visit to view the setting has taken place and requirement confirmed (attendance pattern etc) and once occupancy and availability has been considered and confirmed by Evergreen Lodge Nursery & Preschool. A child's place will only be reserved once payment of Reservation & Administration fee has been received and the online child registration form returned. Should a requested place not be available, we will add to our waiting list, if required. No Reservation / Administration fee is due until a place becomes available. The Reservation / Administration Fee is not payable for children taking up a government funded only place. If a place is offered but the parent chooses not to take this up, then the deposit or registration fee will not be refunded.

The completion of a Registration of Interest form does not in itself guarantee an offer of a place, as this will be decided by the available places that we have on offer at that time. Place allocation is a complex matter, and some sessions have limited availability which is dependent on the number of full-time equivalent places being taken up. We have limited term time only places on offer and when these are taken, we will operate a waiting list should term time be required.

If there are more applications than places available, then places will be allocated by the Managers, firstly to those who have completed the relevant forms and paid their fee or deposit (on a date received basis). Full-time and full-day places will take priority over part-time places and sibling places will take priority over new applicants. Where a place cannot be found then children will be placed on a Waiting List.

We have 2 NIL COST places available at any one time. Times of our NIL COST Funded Sessions are shown in our Schedule of Fees. All parents have the same right to access our NIL COST sessions, and these will be allocated in line with the rules below.

**Evergreen Lodge Nursery & Preschool Ltd – The Alpaca Park Farm – Main Street – Snarestone – Swadlincote – Derbyshire – DE12 7DB**  
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All new registrations will be acknowledged, and the details will be entered into our database. When a place has been confirmed, then the child or children will be booked into the base room for their settling visits as per the agreed schedule. These will preferably take place 1-2 weeks immediately before starting and consist of 3 x 1-hour sessions. The first session will involve the parent / carer, and all forms will be discussed / completed during this time. There is no charge for settling in sessions. In emergency admissions these settling visits may need to be altered to accommodate the child's and parent's needs.

### **Waiting List Allocation Criteria**

Children will remain on the Waiting List until a place becomes available. Where we have a waiting list for Nil Cost funded places these will be allocated on the following priority basis: Children who have been eligible for disadvantaged 2-year funding; Looked After Children, children who may qualify for EYPP; siblings of children in the previous categories.

### **Flexible Funded Childcare & Education Offer**

*"Government funding is intended to deliver 15 or 30 hours a week of free, high-quality flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities. Parents can therefore expect to pay for any meals offered by the provider alongside their free entitlement. Parents can also expect to pay for other consumables or additional activities offered by the provider, such as nappies or trips. Where parents choose to purchase additional hours of provision, consumables or additional activities, this is a private matter between the provider and the parent."*

*Operational Guidance June 2018*

Children may access some or all of their funded entitlement with us. Children attending 2 settings will have their 15/30 hours split between the settings. The decision about which hours go to which setting is usually, but not always, the choice of the parent. We will advise of our understanding of this if you choose to make such a split.

**Not all of our funded sessions are NIL COST and we have limited spaces available on this basis. We have 2 places we allocate at NIL COST but we have to ensure that we balance our staffing with our numbers and overall attendance patterns, therefore this means we may not always have the session you require.**



**15 funded hours** from 9 months old are available for eligible families (see government criteria on their website), either with or without additional hours. Hours can be taken flexibly over the 51 weeks. Please note though that if attending for funded only hours, this attendance pattern may be changed once 3-year entitlement starts, as our spaces in our Pre-school rooms are managed term by term, although we aim to always offer continuity of care for your child.

**At the age of 3 years your child is eligible for 570 universal hours of funded education which we offer flexibly as an enhanced stretched offer** over 51 weeks of the year. Our various sessions are shown in the tables highlighted on our schedule of fees document and where parents choose to access an Enhanced Offer, over and above the basic government funded provision, then there is an additional charge that covers these additional services.

These services include, but are not limited to snacks, lunches, trips outside the nursery, growing on the allotment, forest school and music and dance sessions, our unique double decker bus, parties for children, equipment or gifts that the children take home such as for Mother's or Father's Day, our Management System used for daily diaries, observations, parent communications, development checks etc, baking ingredients and other such specific activities that the nursery buys in specifically for children. You are not obliged to take up these additional services and you can access your funded only hours at NIL COST in the patterns shown. Where you choose to attend all year round then your total funding entitlement will be accounted for on your invoice and shown as a number of hours funded entitlement. This equates to your 'free' entitlement from the government and the balance relates to the fees for your remaining childcare.

**A further 570 hours of extended entitlement childcare are available for eligible families.** The eligibility criteria for this is available on the government website. It is the parent's responsibility to check their eligibility through HMRC and they must provide an eligibility code to us for checking with the Local Authority prior to being able to take up the extended offer.

We offer our '30 hours' as 1140 hours stretched over 51 weeks of the year, giving an average of 22.5 hours per week, when starting in the Autumn Term. We are able to offer limited places at NIL COST for 51 weeks of the year using our usual admissions criteria and subject to our usual availability. We have a limited number of term time only places, where we offer 30 hours places over a 38-week term. Where you choose to attend all year round then your total funding entitlement will be accounted for on your invoice and shown as a number of hours. This equates to your 'free' entitlement from the government and the balance relates to the fees for your remaining childcare. We will need to obtain your code the term before we can claim for the extended hours so please ensure you leave enough time to provide us with this.

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Should your eligibility for 30 hours change then the company reserves the right to offer you an alternative place, with an altered attendance pattern, based on the Universal Entitlement as places are allocated dependent on the total number of hours in the settings. We will always endeavour to ensure continuity of care for your child in order to support their remaining with the setting but have limited spaces for some sessions.

Grace Periods have been put in place to support families where their circumstances and therefore their eligibility might change. These are available from your Local Authority website.

### **Complaints Procedure for the Government Funded Entitlement**

If you consider that your funded place has not been provided correctly, or the terms of your contract have not been fully explained, then you should make a complaint, initially in writing to the Manager of your setting who will handle this directly and you will receive a response within 2 weeks of it being received there.

If you still consider the complaint has not been dealt with satisfactorily then you may contact the Local Authority in which the setting operates and follow their complaints procedure. It is the responsibility of the Local Authority to ensure we are delivering our funded hours within the national guidelines and whilst we might not offer our funding in the way you might like to access it, the Local Authority can help you in finding a setting that might better suit your needs, if this is the cause of your complaint.

Ofsted are not concerned with, or have time to deal with, issues relating to funding or fee charges that are made for childcare or education. Their responsibilities lie clearly with the regulation and inspection of the welfare and safeguarding requirements and the children's learning and development.

Any other complaints about funding should be made directly to the Ombudsman or Department for Education via gov.uk or your local MP.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
04.09.2023	Rachel Bird	09.10.2025