



Little Swans Day Nursery Admissions Policy EEE Funding

Reviewed by: Elaine Boulton June 2021

Little Swans is registered to accept government funding (detailed in the code of practice) and as such we offer free places for two to five year olds for early learning sessions specified by the local authority, At Little Swans Day Nursery we currently provide free funded places available for children subject to availability.

Please note for admissions for the free nursery education we have a termly intake, beginning the term following a child's second or third birthday.

All funded sessions are now in line with the flexible arrangement as specified by the Government.

When a child is registered at the nursery for their funded place we discuss their needs and as far as possible with availability and staffing arrangements, we will accommodate wishes.

Children starting at the nursery or already in attendance and become eligible for 2, 3 or 4 year old EEE funding may decide to continue at the nursery, normal attendance and have the EEE entitlement deducted from their fees. In this instance the funding is stretched across 52 weeks therefore children eligible for 15 hours funding will have 11 hours deducted for their weekly fees and children who attend for 30 hours will have 22 hours deducted per week over 52 weeks.

At Little Swans Day Nursery we care for up to 124 children between the ages of 0-5 years old. Of those children 30% access the free 15 hour EEE entitlement. The children are based in our Jelly Tots and Sweeties room.

We offer 5 mornings or 5 afternoons which are 9-12 midday or 1pm until 4pm.

We offer two full days which are 9-4.30pm and we have recently introduced three half days which are 9am until 2pm. Term time only basis on all of the above hours.

We offer additional hours at a rate off £8.60p per hour for parents who need earlier or later drop off and collection times.

Parent are also able to purchase a nursery dinner, snacks and tea according to when their child attends at a rate of £4 for a full day and £2 for a half day. Parent also have the option to bring in a packed lunch if they prefer.

The numbers and ages of the children comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

We take the following matters into account when prioritising and deciding on admissions

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
- The nurseries ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
- There is no preference given to children requiring a full time or a part time place. We work on availability in the given area. and children in receipt of EEE funding are in separate areas with term time staff to accommodate
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family. Children referred to by other agencies such as children services and health and medical professionals are prioritised

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion.

Prior to the children attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the

child. For example, name, date of birth, address, emergency contact details, parental responsibility, dietary requirements, fees and sessions, contact details for parents, doctors contact details, allergies, parental consent and vaccinations etc.

Regarding children with EEE funding parents need to complete a declaration contract additional to the nursery contract. Children paying additional wrap around fees will be provided with a contract detailing payment arrangements.