

St Paul's Nursery Admissions Policy

Nursery vacancies will be filled as quickly as possible by first looking at the waiting list which will be organised in order of age and the date applied. Those who have specified a start date and paid any necessary registration fees will be able to take up any available spaces.

First priority will be for those requiring full time places.

Second priority will be for those requiring a substantial part-time place.

Nursery places funded through EEE will be allocated places at Malvern Street Site St Barnabas site, BHIC site and Chatterboxes pre-school.

Admissions Procedure

Initial Visit

All settings have an open door policy for prospective parents/carers to come and look around the setting. This is an opportunity to meet staff and have an opportunity to ask questions and may be done with or without the child. A waiting list form must be completed and where necessary, a registration fee paid before a child's details are put on the waiting list. The waiting list form is handed to Children's Centre reception staff to check that the family are registered with the centre or on CCM. The registration number will be added to the waiting list form. If they are not registered, they will be added to a 'to be registered' list and Child Review staff will allocate families for registration with Family Support Workers.

For 2, 3 and 4 year old EEE funded places, parents/carers will be asked to provide a copy of the child's birth certificate and a benefit letter (TC602). We will also require parent's date of birth to be completed on the waiting list form to enable us to acquire a code from the EEE online eligibility checker for either 2 year olds or for Early Years Pupil Premium (EYPP).

Inclusion

St Paul's Trust welcomes all children to our settings and aims to have an inclusive approach which meets the needs of every individual child. Where there are concerns about meeting a child's needs, a meeting will be arranged with parent/carers and other professionals involved. This will help to ensure that any necessary adaptations are made within the setting and staff have received any necessary training before the child starts attending.

Registration fee

The registration fee of £30.00 must be paid by all fee paying parent/carers or for places funded by college/university. This is to cover any losses incurred due to non-arrival on the start-date or any non-payment of fees. This registration fee will be returned at the end of the child's stay, provided fees are paid up to date and the correct amount of **2 weeks notice** has been given before the child leaves us.

Settling in Period

Before parent/carers leave their child in a setting, they will be asked to fill in an admission form which includes name, address, GP address and telephone, special needs, contact numbers, consent forms etc.

Within this process the child's individual needs and interests will be discussed and recorded to ensure your child has the best possible start at the setting.

If the family are registered with the Children's Centre, a check will be run to see if a Pre-CAF has been completed. If one exists, it will be printed and added to the child's file. If the family are not registered and are waiting to be registered, the Pre-CAF will be completed with the family as part of the registration visit.

The parent/carer and key person will agree upon a flexible settling in period to suit the child's needs and the child will be left by their parent/carer for increasing lengths of time. This settling in period will be different for every child and is very flexible, but usually takes around one week for children over two years old and up to two weeks for children under two years. There are occasions where a child or parent/carer need this period to be extended and we will ensure that these needs are met in the interest of the child.

Nursery Fees

Fees for the settling in week are charged at half the amount you will be paying for your child's place.

Fees must be paid weekly in advance. Without full payment in advance your child will be unable to start on the agreed start date, and the nursery place will be withdrawn. In this instance the registration fee of £30.00 will not be refunded

Reviewed November 2015