



YMCA Lincolnshire Nurseries

Admissions Safe Working Procedure

EYFS: 3.28, 3.57

At **YMCA Lincolnshire Nurseries and Childcare Settings** we care children between the ages of 2 weeks to 5 years.

The numbers and ages of children admitted to the nursery 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
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's or childcare settings ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

At YMCA Lincolnshire 'Every child is Welcomed and Valued'. This means that we operate an inclusion and equality policy and ensure that all children have access to nursery and childcare places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Providers eligible to provide government funded places for early education

All our early years settings are registered to accept government funding, as outlined in the Early Years Foundation Stage (EYFS) Code of Practice. We provide funded places for working families from the term after a child turns 9 months up to five years old. In addition, we offer funded places for eligible two-year-olds from families receiving additional support, as well as the universal funded entitlement for three-year-olds. All places are allocated on a first come, first served basis. Please note for admissions for the funded nursery entitlement children are able to start at any point during the year if there is sufficient space to accommodate the child and they have a valid code. Please note that children can access their funded entitlement from the term after they turn 9 months, 2 years, or 3 years old. Parents are able to choose whether they access their funded sessions during the term-time only (15 hours/week for 38 weeks) or whether they wish to access their funding through our stretched offer (12 hours/week for 47.5 weeks of the year). Please note that the nursery will decide which term dates it will follow each year and which weeks will not be eligible for funding through the stretched offer. We aim to be as flexible as possible. When you register your child for their funded place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.

We are also registered for and able to accept tax-free childcare and childcare vouchers for eligible families.

- Prior to a child attending nursery or a childcare setting, parents must complete and sign a registration form which includes the terms and conditions. These forms provide the nursery/childcare setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, allergies, parental consent and vaccinations etc. A deposit is required at the time of booking to secure your child's place. For children accessing the funded early years' entitlement this is £10.00 and for privately paying children this is £100.00. If your child does not take up the reserved place you will forfeit the deposit. The deposit is refundable at the end of your child's time, provided that there are no monies outstanding and the full notice has been given. For families who receive funding and are not accessing additional hours or services (such as lunches) the deposit is refundable after the first month that a child has been attending the setting. A request for your deposit refund must be made to the manager or administrator of the setting once it is eligible to be refunded. Where these conditions have not been met the deposit will be forfeited.

This Safe Working Procedure was adopted on	Signed on behalf of the childcare setting	Date for review
<i>24/06/2020</i>		<i>23/06/2021</i>
<i>Reviewed</i>		<i>01/06/2021</i>
<i>Reviewed</i>		<i>26/08/2022</i>
<i>Next Review</i>		<i>August 2023</i>