

Little Larks Admissions Policy

Date: November 2018

Review date: January 2020

Introduction

At Little Larks's Nursery, we aim to accommodate our families whilst ensuring the best quality provision is provided. This policy is aimed to support parents whilst considering our nursery as their provider. We have an open door policy if you wish to discuss your admissions requirements.

It should be noted that admissions to any nursery even those attached to a school does not guarantee admission to the reception class of a particular school. Parents must follow normal procedures when applying for full-time education. We are happy to offer further guidance when the time comes.

The nursery operates 50 weeks a year from 8am to 6pm.

- We do not offer term time only places
- We do not offer 1 or 2 day a week places. This includes parents who 'drop down hours.' We will not drop down to 1 and 2 day a week places.

Admissions Criteria

Category A

- Families who take up an 8-5:30 place 5 days a week
- School and Nursery staff
- 3 - 4 day a week places who wish to increase hours

The Nursery is often over-subscribed with Category A bookings.

Category B

- Siblings of children in our Nursery care

*a history of non-payment is demoted to a category C booking

- Existing parents who are reducing hours. However, you may not drop to only 1 or 2 days a week.

Category C

- Waiting list (in date order)

Reducing hours/ changing your booking

You must give up your place and re-apply. Your booking will come off entirely then you will need to re-apply. When you re-apply as a 'new admission,' you will be in category B. You must re-apply within 5 working days or you will become a category C.

Eg. You can't take up a place for 5 days a week for 6 months, take a month off, then re-apply for a 3 day week.

Requesting Additional Hours

You must complete an 'additional hour's form.' You will be Category A. Not all requests for additional hours can be accommodated. Please never assume you will automatically get more hours. We will do everything we can to accommodate your request; however, we are limited by space.

Funded Hours

If eligible for funded hours, and you wish to increase your days, the 'additional hours form' must be filled out. You are not automatically given extra days/hours if eligible.

If you are accessing the 30 free hours, and you fall out of eligibility, you must begin to pay for the hours or provide us with 4 weeks' notice to withdraw your booking in its entirety.

You can apply for this - through the government website - when your child is 2 years and 9 months. We cannot pre-book 9.15 - 3.15 hours until the government have confirmed you are eligible. At which time you can request increasing or decreasing your hours; however, our policies on increasing and decreasing hours still apply.

NB Pre – school bookings end on the last working day in August

If we make changes to the admissions policy, we will inform parents/carers with 4 weeks notice.

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