



Admissions Policy:

Ducklings Childcare Ltd opened in September 2012 and is Ofsted registered for 26 children (Aged 0 to 5 years full time equivalent places). Our unique Ofsted registration number is: EY426937. The certificate of registration can be found in the cloakroom.

The Nursery offers 3 main types of full day care sessions. The sessions are as follows:

- Morning sessions run from 8am to 1pm
- Afternoon sessions run from 1pm to 6pm
- Full day sessions run from 8am to 6pm

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

We ensure that the existence of our setting is widely advertised in place accessible to all sections of the community through our website, open days which are advertised in the free local newspaper, prospectus of the nursery and an open door policy for perspective parents to look around.

The nursery operates an open door policy which provides opportunities for families to visit the nursery at a time that is convenient. However for the comfort of the children who already attend the nursery we ask that families do not visit at lunch time (11.30 am – 1.00 pm) when children are eating and resting.

Parents and Carers are provided with information about the services the nursery offers. We also have access to translation services as and when it is necessary.

All children will be welcomed into Ducklings and we will encourage the other children in our care to support us with this. We will request a four-week settling in period on our contract, so if you, your child or we are not happy with the arrangement it can be terminated easily. When taking on additional children we must take into consideration the children already in our care who are happy and settled. It would be very unfair on them to introduce a child who was disruptive.

Parents are required to complete a Nursery Registration Form before being allocated a place. A copy of the child's birth certificate must also be provided to keep in the child's file. The Nursery Registration Form includes a copy of the terms and conditions which must be signed and



dated. The following information must also be provided on the Nursery Registration Form:

- Child's Full name and Date of Birth
- Address and telephone number of family
- Immunisation history
- Medical details including allergies, dietary requirements or medication
- Details of all individuals who have permission to collect the child from nursery
- Emergency contact details
- Details of any Special Education Needs the child may have
- Ethnicity
- Name and Address of Doctor
- Details of sessions required and preferred start date

Parental rights are given to the individuals stated on a child's birth certificate. If a parent has been relinquished of their parental rights, we require official written notice such as a court order or similar.

We will always strive to provide a place for a child at the nursery; however there are additional factors to be taken into account. These include:

- Availability of spaces, taking into account the staff/child ratios, the age of the child and the registration requirements;
- When the application is received;
- The nursery's ability to provide/adapt the facilities for the welfare of the child;
- In the instance of a child requiring a full-time place, they may have preference over a child requiring a part-time place. This is dependent upon work commitments, occupancy and room availability;
- Extenuating circumstances affecting the child's welfare or the welfare of his/her family;
- Children who have siblings who already attend the nursery;



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

Free Early Education Entitlement (FEEE)

FEEE places are available from the term after a child's 2nd birthday if the criteria are met – the family living on benefits, in receipt of Child Tax Credits, child with SEN etc (please ask at the office), and universally after a child's 3rd birthday, providing children with up to 15 hours free childcare per week term time only. These sessions can be booked as follows:

2 and 3 year FEEE sessions: Term time only

- A mix of 3 any half day sessions (morning 8am – 1pm, afternoon 1pm – 6pm), or
- 1 full day session (8am – 6pm) plus one morning or afternoon session.

30 hour FEEE sessions are available for 3 and 4 year olds whose parents meet the criteria specified (please ask at the office for further details). Parents must apply for this online via the digital childcare service on the government website and produce the code given to Ducklings Childcare Ltd. We will check the validity of the code and secure a place for the child. No session on this scheme is to be longer than 10 hours and only a maximum of two sites can be used in a single day. Up to 30 hours per week will be made available term time only, or parents can choose the stretched offer of up to 23.75 hours per week across 48 weeks or up to 22.25 hours per week across 51 weeks of the year.

Places are allocated on a first come first served basis with the exception of children attending the pre-school for FEEE sessions. When the Nursery reaches maximum capacity children are placed on a waiting list which is reviewed periodically. Parents will be contacted when a place becomes available.

The nursery has two priorities when allocating 3 year old FEEE only places:-

1. Priority is given to children already attending and paying for childcare within the Nursery as we rely on this income to function as a childcare provider.
2. Vulnerable, at risk and looked after children as well as children with Special Educational Needs.

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Once all places have been allocated, children will be placed on a waiting list which will again be in birth order. Children on the waiting list may be given priority in the following year.

Attendance patterns of children accessing the nursery for FEEE places will be monitored. Any sessions which are not being used regularly will be re-allocated to children on the waiting list.

Further information about FEEE funding is available through the children's nursery office.