

Sunbeam Family Service Ltd. T/A Sugar Plum Tree Nursery

Company number 6629042

8 Greenleaf Road, Walthamstow, London E17 6QQ (main office)

124 Erskine Road, London, E7 6SA

Tel: 02085215524, E-mail: info@sunbeamspt.co.uk

Admissions Policy

Purpose

At Sunbeam Family Services Ltd T/A Sugar Plum Tree Nursery, we are committed to be as inclusive as possible in regards to our admissions. This policy outlines our approach to nursery, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

Legal Framework

This policy relates to Sections 3.28 and 3.57 of the Early Years Foundation Stage.

Nursery Admissions

At Sunbeam - Sugar Plum Tree Nursery, we care for children between the ages of three months and five years of age, and 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). When considering admissions, we are mindful of staff: child ratios and the facilities available at the nursery.

Places will usually be offered on a first-come, first-served basis if there are places available within the age group according to the waiting list. As setting we will use the following admission criteria which will be applied in the following order of priority:

1. Children currently attending who are increasing their sessions
2. Child who have siblings already attending the nursery
3. Children of Sunbeam Family Services Ltd T/A Sugar Plum Tree Nursery employees
4. Previous or Looked after children, Special Guardianships, Pre and Post Adoption
5. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
6. A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority Early Help Services
7. Children whose parents live within the local area
8. Children whose parents work within the local area
9. In relation to after school club and breakfast club, only children who have siblings already attending the nursery will be allocated a place, but if there is a vacant space an internal waiting list will apply and will be on a first come basis.

Fully funded sessions may be available for two, three and four years olds, subject to eligibility and the availability of sessions and staffing arrangements. No additional charges will be made for those sessions, but attendance will be limited to specific hours, and charges will be incurred for any additional attendance. These sessions will have a termly intake.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When a child is registered for a funded place we will discuss the child's needs with their parents/carers and, as far as possible with availability and staffing arrangements, we will try to accommodate parents/carers wishes.

Outstanding in all areas 2018

Effectiveness of the leadership and management - Outstanding
Quality of teaching, learning and assessment - Outstanding
Personal development, behaviour and welfare - Outstanding
Outcomes for children - Outstanding



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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 or belief or sexual orientation of parents.

We strongly believe that all children should have fair and equal access to meals, snacks and activities and we therefore do not charge any top-up fees for funded-only sessions, even on an optional basis. The shortfall in the government funded hourly rate is therefore addressed by charging a proportionately higher rate for the additional hours attended to complete full session bookings. If there are insufficient bookings made on the basis of full sessions, it may be necessary to withdraw from the 30 hours funded entitlement, but as eligible parents are also working parents, it is hoped that the funded hours will be a significant contribution to making childcare more affordable in the final year of nursery.

Prior to a child attending nursery, parents/carers 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 responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc. This information will be collected and stored in line with the General Data Protection Regulation as outlined in our Data Protection and Confidentiality Policy.

To secure a place once offered, Parents/carers are asked to pay 1 month fees in advance, but this is not payable for fully funded places, or for siblings if one has already been paid for another child in the family. Parents/carers must produce the child's birth certificate and a utility bill as proof of address. Children cannot be admitted into the setting without all relevant documentation being completed and signed.

When a child is offered a place at Sugar Plum Tree Nursery, a settling in period for the child will be agreed with the child's parents/carers during the first week of their official start date as per our Settling In Policy. A baseline of the child's learning and development upon entry into the setting will be completed in partnership with parents/carers during the settling in period.

Once a place has been offered to a child, parents/carers are required to do the following;

- Read and agree the Terms and Conditions for accepting a place at the setting and to sign the contract to agree to these
- Pay one month's fees before their child officially begins to attend the setting
- Sign a permission slip to enable the setting's staff to take photographs of their child to be used in the setting for displays or in their child's development file
- Sign permission to enable their child to attend visits/trips within the local area, for example to the park, library or market. Permission for trips further away will be taken separately
- Inform the setting of any allergies, special needs or health problems

Outstanding in all areas 2018

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Personal development, behaviour and welfare - Outstanding

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that they have

- Document their child's daily routine.
- Give permission to share information with other professionals, for example if your child moves to another setting or transitions to school.

Please note that:

- All parents are required to give 1 months' notice prior to leaving the nursery.
- Payments to be made through standing order on the 20th of each month and to be cleared by the 1st of every month
- If a child does not attend for two consecutive weeks without the parent/carer completing a holiday/absence form, the place may be given to another child.
- If a child is entered onto our waiting list, parents/carers will be contacted by telephone or email as soon as a place becomes available. However, if after three unsuccessful attempts to contact the parents/carers, or if they do not respond to any messages left within 2 working days, we will offer the place to another child.

We operate a waiting list system for when a place is not available. We do not require a fee for placing children on our waiting list but will require all those waiting for a place to complete a relevant application form. We monitor our waiting list system to ensure that it is fair at all times. The main considerations for admission are that there is always a place available for children already within the setting to progress on to the next age group or area. We offer places based upon a first come, first served basis, for example, if a place becomes available, the first person on the waiting list requiring the available day(s) will be contacted first. If this place is declined, then the next person on the waiting list will be contacted and so on.

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