

# Bourne Westfield Nursery



# Admission Policy

November 2020

Bourne Westfield Nursery serves the children of Bourne and surrounding villages. The maximum number of children currently stands at 56 children (28 full time equivalent), with individual children attending either morning sessions or afternoon sessions or 2 ½ days a week.

### Nursery Sessions

Minimum Daily Session Length	3 Hours
Maximum Daily Session Length	6 Hours (up to 10½ may be available)
Maximum Number of Providers Permitted	2

### Delivery Times

Full Day	9:00am-3:00pm (7:30am-6:00pm can be offered)	EYE Funded
Morning	9:00-12:00	EYE Funded
Lunch	12:00-12:30pm	
Afternoon	12:00-3:00pm	EYE Funded or £12.00

It is the intention of Bourne Westfield Nursery to make our provision accessible to children and families from all sections of the community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

- We will ensure that the existence of Bourne Westfield Nursery is widely known in local communities. Advertising notices will be placed in widely accessible areas, in more than one language if appropriate.
- We will describe practices in terms which make it clear that all sections of the community are welcomed.
- We will ensure that information about our setting is accessible to all.
- Children from the age of 3 will be admitted in accordance with our Ofsted Registration.
- We will endeavour to be flexible regarding attendance to accommodate the needs of all families.
- We will keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- The waiting list will be monitored and reviewed regularly.
- The following factors will be taken into consideration in allocating places:
  - The age of the child.
  - Where 3 & 4 year old places are available, hours will be prioritised for children who are eligible to access their Early Years Entitlement (EYE).
  - Length of time on waiting list.
  - Siblings already attending the setting.
  - The vicinity of the home to the setting.
- EYE places will be offered in accordance with the Statutory Guidance for Local Authorities on Delivery of Free Early Years Provision.
- Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Bourne Westfield Nursery in line with the Data Protection Act 1998 and Ofsted Registration requirement under The 1989 Children Act.

## Payment

- Fee payment is required monthly in advance by cash/cheque/bank transfer.
- Bourne Westfield Nursery encourages prompt payment but recognises that at times some parents/carers may experience financial difficulties. Bourne Westfield Nursery will ensure that no child/children/families are penalised should this situation arise. Bourne Westfield Nursery will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/children to continue to attend. All financial matters will be dealt with the utmost sensitivity and consideration and in confidence.

In the event of non-payment:

- Bourne Westfield Nursery will liaise with the parent/carer concerned.
- A payment plan will be agreed if necessary.
- Where unmet payments continue after one month Bourne Westfield Nursery will liaise with the parent/carer to arrange payment options to resolve the issues
- However, where there is no resolution, fees remain outstanding or the debt is increasing, the child's/children's place may be withdrawn.
- If payment is not forthcoming the Finance Manager will take action to recover the debt.

Payment options are detailed on all invoices issued.

## Tax Credit

Bourne Westfield Nursery is registered with Ofsted, therefore where appropriate parents/carers are able to claim child tax credit. Details are available upon request.

## Childcare Vouchers

Bourne Westfield Nursery is registered with many voucher organisations and accepts childcare vouchers. Details are available on request from Bourne Westfield Nursery.

This policy has been adopted by Bourne Westfield Nursery.