



ADMISSIONS POLICY

At Snug Nursery Schools we care for children between the ages of 3 months and 5yrs. The numbers and ages of children admitted to the nursery school 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 already attending the setting.
- When the application is received (extra weight is given to those who have been on the waiting list the longest).
- The timeframe required for the nursery school to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements.
- Full-time and part-time places are given equal consideration. However places are allocated dependent upon work commitments, occupancy and room availability.
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

We operate an inclusion and equality policy and ensure that all children have access to nursery school places and services irrespective of their gender, race, disability, linguistic background, religion or beliefs or the sexual orientation of parents.

Prior to a child attending Snug Nursery Schools, parents must complete and sign a contract and registration form. These forms provide the nursery school with personal details relating to the child. For example, name, date of birth, address, emergency contact details, information about 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. In line with GDPR regulations, all personal information will be stored securely and used only in relation to the care of the child. Please see Privacy policy for further details relating to the protection of data at Snug Nursery Schools.

Providers eligible to provide Government funded places for early education

All settings registered to accept Government funding (detailed in the Code of Practice) must offer free places for three to five year olds for early learning sessions specified by the Local Authority. At Snug Nursery Schools, from September 2024, we provide funded places for children aged from 9 months subject to availability. Working parents funding is dependant on eligibility and provides 15 hours of free childcare for children aged between 9 months and 5 years.

An additional 15 hours of funding can be claimed by all parents from the term after a child turns 3 years old (total 30 hours)

Funded places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for admissions for funded early education we have a termly intake, beginning the term following a child's second or third birthday (Parents should discuss with the nursery manager to check eligibility).

All funded sessions are now in line with the flexible arrangement as specified by the Government. When a parent/guardian registers a child for a funded place, we will discuss the child/families needs and, as far as possible with availability and staffing arrangements, accommodate their wishes.

Snug Nursery Schools make extra charges which are invoiced in addition to the free hours and these charges cover facilities that are provided by us but not included in the funding. These extra charges cover food, outings, consumables and extra curricular activities that funding does not cover. They also include the weeks outside of term time that the nurseries are open which are also not covered by funding.