

Admissions

Policy Statement

At Kamelia Kids, we are committed to being as inclusive as possible regarding our admissions. We provide a high standard of full day care and funded childcare. This policy outlines our approach to nursery, breakfast and after school club admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

- We 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.
- Prior to a child attending nursery, parents must complete and sign a contract and registration form and provide proof of a child's ID eg birth certificate or passport. 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.
- There is a non-refundable administration fee of *£75 (excluding funded only children), payable on booking of a nursery place. **Subject to annual review.*
- We keep a vacant place where possible, to accommodate an emergency admission
- In order to deliver consistency for children's care and education we generally expect attendance for a minimum of 2 sessions per week
- Parent/Carers are welcomed into the setting to ensure a smooth transition. We offer a flexible settling procedure and encourage parent/carers to stay with their child to become familiar with the setting and staff. We also offer a home visit to assist your child bonding with their key person.
- To promote equal access and inclusion, regardless of ethnicity, gender, culture, disability or lifestyle in accordance with Equal Opportunities policies.

Allocation of places

At Kamelia Kids we care for children between the ages of 0-8 years of age. The numbers and ages of children admitted to the nursery comply with legal space requirements set out in the EYFS. We are mindful of staff:child ratios and the facilities available. Whilst we try to operate a fair and transparent admissions system there may be times when we have to adjust our admissions criteria to support our charity business sustainability. For example we may give priority to a child requiring all year round care against one requiring part time. As we are a full day care nursery, there is a need for us to prioritise full day care places over term time only places.

Places will usually be allocated on a first-come first-serve basis if there are places available within the age group, but if there is a waiting list, the nursery will usually follow the admissions criteria which will be applied in the following order of priority:

- a. A child who is looked after or has previously been looked after (CLA) by the local authority
- b. Children currently attending who are increasing their sessions
- c. Children who have siblings already attending the setting
- d. A child who has Special Education Needs and/or Disabilities (SEND)
- e. A vulnerable child eg a child with a Child in need or Child in need of protection plan
- f. A child in receipt of 2 year funding
- g. Children whose parents live within the local area
- h. Children whose parents work within the local area
- i. Children of Kamelia Kids employees

**We may ask for proof of the above criteria*

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 **two/*three* to five year olds for early learning sessions specified by the local authority. At Kamelia Kids we currently provide free funded places available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance.

*Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's **second/*third* birthday.*

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for a funded place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your request.

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.

2 year funding

To be eligible a parent /carer must have an income below £16,190 and be claiming one of the following benefits: Income support, Income based job seekers allowance.

Free entitlement for all 3 and 4 year olds

Funded childcare places known as 'the free entitlement' offers all 3 and 4 year olds 570 hours a year of free childcare. This is spread over 51 weeks with a maximum of 11 hours per week. Children are eligible the term after their 3rd birthday.

‘30 hours’ extended hours funding

As a full day care nursery Kamelia Kids operates extended hours funding stretched throughout the year 22 hours per week 51 weeks per year. We expect families to use **all** of the 22 hours when accessing the extended funding and will prioritise families that do so.

To be eligible for up to 30 hours free childcare each parent in the household must be working the equivalent of 16 hours a week either at or above the national living wage or the national minimum wage up to a maximum of £100k a year. For single parents if that one parent works more than 16 hours and earns less than £100k a year they will be eligible.

For more information on help with childcare costs and free childcare and education for 2-4 year olds go to:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

‘Kool Kids’ Out of school club admissions

We operate breakfast and after school clubs for local children aged between 4-8years of age. A walking bus system for children attending West Park is offered for drop off and collection.

Our admissions policy is primarily one of first come first serve, but during school holidays when demand may be higher we operate the following criteria:

- Children currently attending Kamelia Kids ‘Kool Kids’ breakfast club and after school club
- Siblings of children who attend Kamelia Kids day Nursery
- Children leaving the nursery to attend school
- Children of Kamelia Kids employees

Children wishing to attend ‘Kool Kids’ are required to pay a non-refundable £50 registration fee.

Date Reviewed	Next review
Updated – Feb 18	Feb 2019