

## Little Larks Admissions Policy

---

Date: October 2022

Review date: October 2023

## Introduction

---

At Little Larks' Nursery, we aim to accommodate our families and ensure we provide the best quality provision. This policy is aimed to support families whilst considering our nursery as their provider.

It should be noted that admissions to any nursery, even those attached to a school will not guarantee admission to the school's reception class. Families must follow the normal procedures when applying for full-time education. We are happy to offer further guidance when the time comes.

Little Larks Nursery operates under the Ofsted registration of Lime Academy Larkwood. We offer flexible hours and a range of funding options, including the government's 30 hours funded childcare, to accommodate the needs of our families. The charging policy covers children accessing day care additional to the Early Years Foundation Stage funded education.

---

**Little Larks nursery operates 38 weeks a year from 7:30am to 5:30pm.**

- We offer term time only places
- We do not offer 1 or 2 day a week places. This includes families who reduce hours. We are not able to reduce to 1 and 2 day a week place.

## Admissions Criteria

---

### Category A

- Families who take up a 7.30am - 5:30pm place 5 days a week
- Lime Trust Staff
- Children attending our 2-year-old provision, rising up to our 3-year-old provision
- 3 - 4 day a week places who wish to increase hours

The Nursery is often over-subscribed with Category A bookings.

### Category B

- Siblings of children in Lime Academy Larkwood
- \*a history of non-payment means your application will be Category C
- Existing families who are reducing hours. However, you may not drop to only 1 or 2 days a week.

## Category C

- Waiting list (in date order)

## Reducing hours/ changing your booking

---

To reduce or change your booking you must cancel your place and re-apply. When you re-apply as a 'new admission,' your application will be in category B. You must re-apply within 5 working days. If you do not re-apply within 5 working days your application will move to Category C.

*E.g. You are not able to take up a place for 5 days a week for 6 months, take a month off, then re-apply for a 3-day week.*

## Requesting Additional Hours

---

To request additional hours, you must complete an 'additional hour's form. Your application will be Category A. Not all requests for additional hours can be accommodated. We will do everything we can to accommodate your request; however, we are limited by space.

## Funded Hours

---

If you are eligible for funded hours, and wish to increase your days, you will need to apply by completing an 'additional hours form'.

If you are accessing the 30 free hours, and you fall out of eligibility, you must begin to pay for the hours or provide us with 4 school weeks' notice to withdraw your booking in its entirety.

You can apply for this - through the government website <https://www.childcarechoices.gov.uk/> or call 0300123-4097 when your child is 2 years and 9 months. We cannot pre-book 9.15am - 3.15pm hours until the government have confirmed you are eligible. At which time you can request increasing or decreasing your hours; however, our policies on increasing and decreasing hours still apply.

## Absences

---

You will still need to pay if:

- your child is off sick
- you go on holiday,

These days also cannot be swapped for another day.

Please note:

- children using free early education entitlement hours must attend Little Larks Nursery regularly
- if your child is absent from nursery for two weeks, they will lose the free early education entitlement

- two weeks absence is counted as:
  - a 2-week continuous absence
  - sporadic days that accumulate to two weeks in total

If the absence is related to Covid-19 then this will need to be reviewed at the time.

## Little Larks Charging Policy

---

## Fees

---

### Registration Fee

If you are offered a place, you will be asked to confirm by paying a registration fee. The fee will be 1 month's fees. This fee will not be refunded, it will be held and can be used as your final month's payment, or as a month's payment due to early cancellation of the place.

### Toddlers

Daily rate (7.30am – 5:30pm) - £57.00

Weekly rate (5 days) - £265.00

### Pre-School Before you become eligible for the 15 free hours

Daily rate (7.30am – 5:30pm) - £57.00

### Once eligible for the 15 free hours (the term after your child's third birthday) Daily

rate (7.30am – 5:30pm) - £42.00

### If and when eligible for the 30 free hours (the term after your child's 3<sup>rd</sup> birthday) Families Must Apply:

<https://www.childcarechoices.gov.uk/> or call 0300-123-4097

Daily rate (7.30am-5:30pm) - £24.50 including a hot lunch, drinks and snacks

### Funded Hours

All 3 and 4 year olds are entitled to 15 hours of free childcare (the term after their 3<sup>rd</sup> birthday).

### Breakfast Club

Daily Rate (From 7.30am – 8.45am) - £11.00 including breakfast and drinks

### After School Club

Daily Rate - Session 1 (From 3.30pm - 4.30pm) - £9.00 including drinks and snacks

Daily Rate - Session 2 (From 3.30pm – 5.30pm) - £18.00 including drinks and snacks

Please note if the nursery has to close for unforeseen circumstances your fee's may still be charged.

***Please note: if we make changes to the admissions / charging policy, we will inform you with 4 weeks' notice.***