



Camrose
Early Years Centre for Children & Families

**Camrose Early Years Centre
for Children and Families**

Admissions Policy

**Adopted by Camrose Governing Body on:
24th September 2019**

**To be reviewed: [Annually if any changes made](#)
Mandatory every 7 years: [September 2026](#)**

Mission Statement

The Camrose Early Years Centre for Children and Families seeks to improve the learning and developmental outcomes for young children, especially those who need it the most, through:

- early years provision, i.e. early education and childcare for children from 3 months – 4 years of age
- activities to enable parents to engage in and support their children’s development, learning and education
- Family learning service

The nursery is managed by the Camrose Centre’s Governing Board with funding from:

- The Government through Northamptonshire County Council
- Income generated from fees paid by parents

Aims of this policy

- To ensure that all children are admitted in a fair and well managed way, which is compliant with all relevant legislation, such as the Equality Act 2010
- To ensure that a clear process exists and is implemented for the benefit of children, parents/carers, staff and the wider community
- To ensure continuity of experience for all children and parents/carers

Nursery Places for children aged 3 months to 4 years

There is a mixture of free entitlement and parent/carer funded places as follows:

Age	Number of places	Funding	Hours	Organisation	ALL
3 mths -2 years	12 full time	Parents/carers	Available 8:00am-6:00pm	Sessions 8:00am-1:00pm and/or 1:00pm-6:00pm	Children must attend a minimum of 2 sessions over 2 days in a week.
2-3 years	16 full time				
	40 part time, if eligible (570 hours)	Free entitlement (can be ‘topped up’ by parents/carers in blocks of 5 hours, i.e. 8:00am-1:00pm and/or 1:00pm-6:00pm)	Available 8:00am-6:00pm	9:00am-11:30am or 12:45pm-3:15pm	
3-4 years	48 part time universal (570 hours per year)				
	24 full time equivalent, if eligible (1140 hours per year)				The balance between the number of places in each of these categories will be re-assessed by the Centre’s Governing Body each year, based on the need and demand

‘full time’ is 8:00am-6:00pm on weekdays, i.e. 50 hours per week

‘part time is 9:00am-11:30am or 12:45pm-3:15pm

The **570 hours free entitlement** is available to:

- 2 year old children from the term after the child turns 2, according to the Government's eligibility criteria.
- all 3 and 4 year olds from the term after the child turns 3.

The **1140 hours free entitlement** is available to:

- children aged 3 and 4 from the term after the child turns 3, according to the Government's eligibility criteria.

Staffing

As per the Statutory Framework for the Early Years Foundation Stage (EYFS), the Centre's minimum staffing ratios are as follows:

- 1:8 for 3 and 4 year olds, unless there is a Qualified Teacher with the children, in which case it is 1:13
- 1:4 for 2 year olds
- 1:3 for children under the age of 2.
- Irrespective of which nursery room the child is in.

Admission Dates

Free Entitlement Places

How do we prioritise places?

Children aged 2, 3 and 4 years old, and eligible for a funded place will be admitted in the term after they turn 2 or 3, if/when a place is available.

Places Funded by Parents/Carers

Children from 3 months – 4 years who will access a place funded by parents/carers will be admitted at any time during the year, if/when a place becomes available.

Applications, Waiting Lists and Offers of Nursery Places

1. Free Entitlement for 2*, 3 and 4 year olds

*2 year olds will need an eligibility code to register (code only lasts 6 weeks).

Parents/carers are able to register for a nursery place after their child's first birthday for 3-4 year olds. The child's name and details will be entered on a numbered waiting list for the term in which the child becomes eligible for a free entitlement place. Children who are already attending the Centre as a 2 year old will be prioritised to move to the next nursery room. Priority to be admitted the free entitlement places is determined by the position the child is on the waiting list.

If there are unfilled places for 3 and 4 year olds after the September intake, children from the waiting list or from the toddler room will be admitted in the term after they turn 3, i.e. in January and after April.

Parents and carers will have completed application forms for free entitlement places, and they remain on the waiting list until they have been given a place or until they say they no longer require the place.

Parents of 2 years olds and working parents of 3-4 years old must check their eligibility for a free entitlement place using the on line eligibility checker. If successful they must give the

number issued to reception staff. The child's name will be added to the waiting list. Parents will be contacted to invite them for visits to the nursery or, if no spaces are available, they will be informed that they are currently on a waiting list.

Parents/carers will be informed as to whether there is a place available as follows:

For a start date:	Parents/cares will be informed:
In September	3-4 year olds in April
In January	at the beginning of October
after Easter	at the beginning of February

* Parents are reminded when registering to keep nursery informed of any changes to phone numbers and addresses.

2. Parent/carer funded places

Children from 0 – 4 years old can be registered at any time, however babies have to be three months old before they can take up a place. If there are no places available then their details are held on a Request for Places list until an appropriate place becomes available.

If two children are to be considered for one place, then consideration will be given to:

- siblings of children currently attending the nursery
- transitional children
- children of staff members

When parents/carers express an interest in a day care place for their child, they fill out a request form. Parents may request to look around the Centre initially or may make a direct request for a place in person. Senior practitioners will:-

- check the admissions and occupancy spreadsheet for availability
- discuss the admission of the child at Senior practitioner meeting to determine the specific place to be taken and room if needed
- inform the relevant key workers
- complete a contract with the parents/carers
- ensure a deposit has been taken
- arrange visits with the key worker to effect introduction sessions for the child and family
- update the occupancy spreadsheet

The relevant Senior Practitioner will ensure that all relevant information about the child and the family is obtained and recorded and passed on to the relevant admin person.

In respect of personal information that is obtained and stored by the Centre before the child commences a place, we adhere to the GDPR and ensure that the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes, i.e. for the potential provision of a child's place at the Camrose Centre
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

3. Children with Additional Needs

Places will be offered for children with known additional needs once a full consideration and assessment of needs have been undertaken through the Head of Nursery and the Head, i.e. the two Special Educational Needs Coordinators. This is to ensure that the child's needs can be safely and appropriately met and appropriate support given. The Centre will seek parental consent to contact other professionals for information about the child, so that Centre staff have all the relevant information about the child and so that the best possible provision and approach can be made available for the child. Should other professionals be required to work with the child and/or family, parental consent to any referrals will be sought.

4. Transfers and Transitions

- Children can be transferred from the Baby Room to Toddlers from their second birthday, subject to a suitable vacancy being available. 'Suitable' means that the hours that are needed for the child are available, so that staffing remains in line with the requirements in the EYFS.
- Children can be transferred from Toddlers to 3-4 Nursery from their third birthday, subject to a suitable place being available.
- Children, who have accessed a free entitlement or a daycare 2 year place will be transferred to 3-4 Nursery, if their parents/carers want them to access the Camrose Centre.
- Children will commence school if they have had their 4th birthday by 31st August. The Camrose Centre proactively supports that transition.
- If a parent has had their child's name on a waiting list in another area or has already been attending another nursery or early years setting, then preference will be given to that child for a Free Entitlement part-time sessional nursery place only if one is available. However, the place may not commence until the beginning of the next term.

6. Outstanding Debt with the Centre

Where an outstanding debt has been accrued from non payment of day care fees and the place has been stopped, the child cannot be re-admitted to day care until the debt has been paid in full. The child could be admitted to a Free Entitlement place, if one is available, providing a payment plan is in place.

Monitoring Occupancy

Information on occupancy will be shared at Senior Practitioner meetings and a strategy developed, should vacancies occur. Regular reports on occupancy will be made available to the Governing Body.

Governing Body Meetings

Any Governing Body member requiring a place so that they can attend a meeting or other related activity is offered a place free of charge in the nursery provision as appropriate.

Induction

We believe that children's optimal learning and development is based on a high level of psychological wellbeing.