Admissions Policy

1. Introduction

It is our intention to make Home from Home accessible to children and families from all sections of the local community. We strive to accommodate all families and welcome children from all types of backgrounds. We will provide support and help in accessing resources to those needing additional help.

We aim to ensure that all sections of our community have access to the Nursery through open, fair and clearly communicated procedures.

2. Contents

The following sections are included in this policy document:

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3. Methods

In order to achieve this aim, we operate the following admissions policy:

- We ensure that the existence of the Nursery is advertised in places accessible to all sections of the community.
- We ensure that information about Home from Home is accessible – in written and spoken form – and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.

- We describe our Nursery and its practices in terms, which make it, clear that it welcomes fathers and mothers, other relations and other carers, including child minders.
- We describe our Nursery and its practices in terms of how it treats individuals regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities and inclusion policy widely known, and embrace all children and families by celebrating differences.

4. The admissions process

All prospective Parents and Children are provided a show around prior to registering with us and details of prospective families are recorded.

We offer all places on a first come first serve basis. There is a minimum booking requirement of a day per week.

Other considerations when deciding if a child can be offered a place:

- Full-time will usually have preference over part-time
- Siblings of those already attend Home from Home
- Number of spaces considering Staff:Child ratios, the child's age and meeting registration requirements.
- Full days will have preference over half

5. Ratios

Home from Home Worthing sets out to exceed the ratios set out in the Statutory Framework as follows:

1:2/1:3 for up to 2-year-olds

1:4/1:5 for 2–3-year-olds

1:6 for 3–5-year-olds

6. The registration process

Following a viewing if you have expressed an interest in registering your child at Home from Home Worthing, please complete an **Application Form** and return to the nursery via hand or email.

The Nursery Manager/Proprietor will then make contact to discuss availability and where availability allows agree a start date and confirm settle times.

You will then be forwarded your **Welcome information pack** via email. This information will include details as to how to pay the £50 registration fee and £200 refundable deposit which once received registers your child and secures your child's place on the timetable. The

deposit is refunded when your child leaves Home from Home with the fee account settled in full.

The **Welcome Pack** Includes:

Offer Letter confirming agreed dates and times of attendance
Registration Form
Fee Contract Policy
Admissions Policy
Finance Policy
Fee Schedule
Code of conduct policy
Social Media code of conduct policy
Consent form for Video/Photo

You will not be permitted to leave your child at the setting unless we are in receipt of completed and signed Registration forms, signed Contract Policy and any relevant permissions.

7. Settle Process

The week prior to the start date (your child's first session) we will 'settle' your child. You and your child will attend pre-arranged 1 hour sessions over 4 days leading up to the first full session. This will be with your child's key worker and buddy; these are free of charge. During one of these settle time's, we will also hold the 'parent policy' meeting with the parent and a Senior Manager to discuss the operation and policies with regard to attending the nursery and details on the child's Registration form with regards their daily care.

8. Bank holidays

We are closed on all nationally recognized bank holidays and fees are still due on bank holidays.

9. Fees

Once registered fees are payable for 51 weeks of the year. The decision to increase fee's will usually, but not exclusively, be made each September and parents will be notified in advance with 4 weeks notice, any fee changes will then be implemented from the following January. The nursery will consider a number of factors in this decision including inflation, minimum wage increases and any significant changes to provision or local competitors.

Our fees are fully inclusive to include morning snacks, lunch, afternoon snacks, afternoon tea plus nappies and milk. Additional fees will be charged for attendance on our Forest School and Wild Beach programmes

Please refer to our **Finance Policy**, **Fee Contract Policy and Fee Schedule** for further details on fees

Terms and conditions relating to fees

Please note that your acceptance of our terms and conditions include your acceptance of the contents of our Policies and Procedures, the EYFS framework, our Application and Registration Form and process, Admission, Finance and Code of Conduct Policies and Schedule of Fees. As these may change from time to time copies are available at all times from nursery@worthingnurseryschool.co.uk

10. Closures

- Any closure due to adverse weather and for the safety of the children and employees, or we MUST close early or remain closed, the fee charges will still stand.
- The nursery will at all times try to remain open and only close when all other options are exhausted and we feel is it the best decision for the wellbeing of the children, employees and families of Home from Home
- The nursery closes at 1pm on Christmas Eve and re opens on the first working day after 1st January. There is no charge for this closure period
- The Nursery closes for one INSET day a year with 4 weeks notice and no fees will be charged for this closure
- Any children in receipt of EYFE funding will receive a credit for the EYFE funded hours owed, due to un foreseen closure, which will be added to their next invoice.

11. Notice Periods

- If the space is no longer required we require an 4 week notice period in writing via email to nursery@worthingnurseryschool.co.uk should you wish to reduce your sessions the same notice period applies. Any less would incur fee charges and/or deduction from the registration fee.
- Should there be a child on the waiting list who is able to take a place before the 4 week notice period and both parties are in agreement, then we will aim to allocate the space before the specified notice period.
- If a space becomes available, we will notify those waiting for spaces and then require the registration fee to secure the space.
- Should a space in our Baby or Toddler Unit become available, extra sessions will be offered as a priority to those families already attending. Siblings of existing children will then be offered a place. Finally, the space will be offered to those on the external waiting list.
- If a space in our Pre-School becomes available, children who have turned 3 years old in our Toddler Unit will have priority. We shall then ask existing parents of existing Pre-School children on our internal waiting list. Finally, we shall contact people on our external waiting list.

12. Review

This policy will be reviewed annually and also in line with any changes in statutory guidance.

13. Version Control

Version	Date	Status	Comments	By
1	August 2015	V1		Julia Pattenden
2		Final		Julia Pattenden
3		Final		Patsy
4		Final		Julia Pattenden
5		Final		Julia Pattenden
6		Final		
7		Final		
8		Final		
9	Dec 2021	Final	Updated in line with change in fees	Julia Pattenden
10	Feb 23	Final	Updated inline with change in fees effective 1.2.23	Julia Pattenden
11	January2024	Final	Updated in line with fee change effective 1.2.24	Julia Pattenden
12	May 2025	Reviewed		Sophie Eade
13	October 2026	Final	Updated with notice period changing to 4 weeks.	Julia Pattenden