

### Admissions Policy:

Our nursery is open to all children and their families from both the local community and surrounding areas who are registered with Sure Start Children's Centres.

In accordance with Government legislation and Ofsted guidelines our nursery works within staffing ratios based on appropriate floor space within each room; this means on occasion we may not have availability for children in specific age groups.

Priority for nursery places is given **in the following order** to parents/children who meet the criteria **below**:

- Children with siblings already using the nursery
- Children with special educational needs or disability
- Children living in the Children's Centre reach area

### Early Education Funded Places for 2, 3 & 4 Year Olds and 30 Hours Extended Entitlement

Funded places through 2, 3 & 4 year Early Education Funding and 30 Hours Early Years Extended Entitlement are available during the nursery opening hours and during specified North Halifax Partnership Funded period dates.

Kevin Peace Children's Centre Day-care Models

	Model1	Model 2	Model 3	
<b>Full day care</b>	7.45am – 5.45pm			
<b>Morning session</b>	7.45am – 12.45pm			
<b>Afternoon session</b>	12.45pm – 5.45pm			
<b>Two year funding</b>	2 x days. 8.30am – 4.00pm. <i>Wrap around available at additional cost</i> 7.45am – 9am 4.30pm – 5.45pm	1 ½ days One full day and one half day (am or pm)	5 mornings 8.15-11.15am 5 afternoons 12.15-15.15pm	3 mornings 7.45-12.45pm 3afternoons 12.15-5.15pm. <b>There is a maximum of 10 of these places offered.</b>
<b>Three/four year funding 15 hours</b>	2 x days. 9am – 4.30pm. <i>Wrap around available at additional cost</i> 7.45am – 9am 4.30pm – 5.45pm	1 ½ days One full day and one half day (am or pm)	5 mornings 8.15-11.15am 5 afternoons 12.15-15.15pm	3 mornings 7.45-12.45pm 3afternoons 12.15-5.15pm. <b>These sessions are capped, maximum of 10 of these places offered.</b>
<b>Three/four year funding 30 Hours</b>	3 full days 7.45am – 5.45pm <b>There is a maximum of 15 of these places offered.</b>			

Admissions and attendance patterns for children accessing 30 Hours Early Years Extended Entitlement will be agreed locally with the nursery and parents and will be within the parameters set out in the Early years entitlements: operational guidance For local authorities and providers (Department for Education; July 2017).

For further information and guidance on the terms and conditions of these places, please refer to our Early Education Funding Attendance Policy.

### **Waiting List**

In the event there is no current availability within the nursery you may wish to join our waiting list. There is no fee for registering with the nursery or for joining the waiting list; however we do ask that you inform us if your child no longer requires a place so that we can remove them from the list. **You can also request to be added to the waiting list whilst in attendance, if you are awaiting specific sessions that are unavailable.**

### **Supporting Families who work shift patterns**

Our nursery offers three places across the centre to accommodate catering for parents who work shift patterns (1 in Mini Movers and 2 in the Early Years Unit). These places are offered initially on a first come basis, you can request to be put on the waiting list to access one of these places once they are full. In order to access a shift pattern place, the following rules need to be adhered to;

- Parents work patterns (rota's) need to be submitted to the administrator in advance and in line with payment timescales.
- A minimum number of sessions have to be attended per week, to accommodate this offer. The sessions have to be agreed with the Deputy Children's Centre Manager prior to starting