

**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.

Wellhole Park Children's Centre Day-care Models

	Model1	Model 2
<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>	<b>3 mornings</b> 7.45-12.45pm <b>3 afternoons</b> 12.45-5.45pm  <i>Wrap around available at additional cost</i>	<b>1 Full Day</b> 7.45am-17.45pm <b>And half a session</b> 7.45am-12.45pm or 12.45-5.45pm
<b>Three/four-year funding 15 hours</b>	<b>3 mornings</b> 7.45-12.45pm <b>3 afternoons</b> 12.45-5.45pm  <i>Wrap around available at additional cost</i>	<b>1 Full Day</b> 7.45am-17.45pm <b>And half a session</b> 7.45am-12.45pm or 12.45-5.45pm
<b>Three/four year 30 Hour's funding</b>	3 full days 7.45am – 5.45pm Mornings/afternoons or mixture Includes a small charge for lunches/consumables currently £7.50 per day	

Children who are eligible for the extended 30 hr funding can access the funding as detailed above. Please note these sessions incur a small charge per day. This is to cover breakfast, freshly prepared lunch, snacks and external teaching opportunities (consumables).

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 limited places across the centre to accommodate catering for parents who work shift patterns. 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 must be attended per week, to accommodate this offer. The sessions must be agreed with the Deputy Children's Centre Manager prior to starting