



Admissions Policy

Statement of intent

The setting intends to set out a clear admissions policy for the Out of School Club (OOSC) and wrap around provision for children and families who attend St Joseph's Catholic Primary School.

Admissions

Subject to availability, the setting offers wrap around childcare and cares for children between the ages of 3 and 11 years running a breakfast club, an afternoon nursery and an out of school club.

Within the afternoon nursery provision, the setting cares for children from 3 to 4 years of age who attend St Joseph's Catholic Primary School morning nursery.

The numbers and ages of children admitted into the setting are governed by Ofsted and EYFS requirements including staff/child ratios, legal space requirements per child and facilities available.

This policy outlines its admissions approach to the afternoon nursery and out of school club in a sustainable and inclusive manner. It ensures:

- it follows the Kidstime valuing diversity and promoting inclusion and equality policy
- it consults with families regarding the operating facilities of the clubs including opening times of the setting to avoid excluding anyone and flexible attendance patterns to accommodate the needs of individual children and families
- it offers a wide range of financial supports such as FEEE universal and extended hours (30 hours funding) and various payment options to accommodate all family and personal situations
- sessions are offered in line with academic years, September – August. Children can join the setting throughout the year subject to availability. If sessions are currently full we operate a waiting list in date order of a request being received
- applications are to be made in writing and all confirmations will be in writing
- by mid-March existing parents will receive a request by email to confirm which sessions they require for the following September with a requirement to reply within a 4 week period
- once children currently using the setting have been allocated their sessions for the next academic year the setting will aim to contact all new parents wanting to apply for a place. Applications must be in writing using the place request form (appendix A) and received by the 20th May
- setting information is available on the website, the school website and will be given to new parents
- by the end of June new parents / parents on the waiting list requesting place/sessions will have received a place/session offer to be accepted within a 4 week period
- If a parent/carer feels at the time of their place request and before the deadlines that they are in categories 1 or 2 (as below) they must provide supporting evidence at the time of their request and before the deadlines

Afternoon Nursery Admissions

Places will usually be offered on a first-come, first-served basis if there are places available within the age group, but if there is a waiting list, the afternoon nursery will use the following admission criteria which will be applied in the following order of priority:

Category 1. A vulnerable child with either a Child Protection or a Child in Need Plan / Children in Receipt of an Education, Health and Care Plan (EHCP)

Category 2. Looked after children

Category 3. Children currently attending who wish to retain current sessions

Category 4. Children currently attending who wish to increase their sessions

Category 5. Children who have siblings already attending the nursery

Category 6. Children in date order on the waiting list

Funded sessions may be available for 3 and 4 year olds, subject to eligibility and the availability of sessions.

Breakfast Club and After School Club Admissions

Places will usually be offered on a first-come, first-served basis if there are places available, but if there is a waiting list, the setting will use the following admission criteria for allocation of sessions, which will be applied in the following order of priority:

Category 1. A vulnerable child with either a Child Protection or a Child in Need Plan / Children in Receipt of an Education, Health and Care Plan (EHCP)

Category 2. Looked after children

Category 3. Existing children who wish to retain their current sessions

Category 4. Existing children who wish to increase sessions

Category 5. Children who have siblings already attending the setting

Category 6. Children in date order on the waiting list

All places are subject to compliance with the legal space requirements and staff: child ratios, including maximums on age groups to maintain ratio requirements.

Changes to sessions require half a term's notice and all costs are applicable during this period. Where-ever possible we will contact those on the waiting list to offset this cost.

This policy was adopted at a meeting of Kidstime held on ...9.4.21..... (date)

Signed on behalf of Kidstime *Ruth Lees*

Reviewed by **date**

Appendix A

Kidstime

Kidstime St Josephs Place Request Form

Child's name.....

Child's D.O.B.....

Parents/carers name(s).....Parent's national insurance number.....

30 hour code (if applicable) Signed

Address.....

Postcode.....

Telephone number.....

Mobile number.....

Email address.....

Preferred start date.....

We will be able to accommodate the 30 hours funding, working together with school. Parents must meet the criteria to be eligible for this. The additional 15 hours top up will be available for Foundation 1 children in our Kidstime provisions.

For existing parents/carers places and sessions will only be allocated if the account is up to date.

I agree that my personal data collected by D&R Childcare/Kidstime will be stored securely and will be used within the setting, for communication, funding purposes (where applicable) and any other business purposes. I have a right to withdraw any information at any time. I understand that personal data will be destroyed once my child no longer attends the setting. Information will not be passed onto other individuals without my permission or authorisation.

Please tick your preferences and return by email or hardcopy:-

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
7:45am to 9am Breakfast club (7:30 start available Mon to Friday on request)					
12pm to 3:15pm Wrap around nursery					
3:15pm to 6:15pm After school club					