



Happylands Nursery Admissions/attendance Policy.

Introduction/registration at nursery.

A parent/carer can register their child for a nursery place at Happylands Nursery when the child is 2 years old. We offer local authority funded places and private places. Children are funded for either 15 or 30 hours per term time week, depending on their age and circumstances.

All parents/carers who wish their child to attend Happylands Nursery, must fill out a registration form that ensures we have gathered relevant information from parents/carers in accordance with recommendations from the three Safeguarding partners (previously named the North Yorkshire Safeguarding Children Board). This also acts as a binding contract for childcare between the parents/carers and nursery.

The registration form asks for information on any previous childcare provider the child has had. We ask permission (if necessary), through the statements and questions on the registration form, to contact previous providers for information on their child. The parent/carer signs the document to allow us to do this. We also ask if each family has had any involvement with agencies such as early help, paediatricians, and social services.

All information provided is treated as confidential and will only be used to meet the needs of the children at nursery unless there is cause for safeguarding concerns and the information needs to be shared with outside agencies. The registration forms are stored in a locked filing cabinet and only accessible to nursery staff and Ofsted. Registration forms are held for a minimum of three years after the child has left the nursery.

Admission criteria:

Happylands Nursery has the capacity for 22 places per session, Monday – Friday, 9am – 3.30pm, term time only. We can take children from aged 2 – 5 years old. We have to work within staff/child ratios for the age range within the setting.

*Adult: children aged 2 years = 1:5

*Adult: children aged 3+ years = 1:8, nursery manager with a level 5+ qualification: children aged 3+ years = 1:13

If we are full and we are alerted to a referred child, we will inform Ofsted and ask if we can allow the child access, even though we would be out of ratio, so that the child is receiving care, stability and safety within our setting. This would normally be on an emergency and temporary basis, all cases would be treated on individual circumstances. In any instance, we would first try and employ one of our bank/temporary members of staff, if finances allowed.

Funding criteria/parental agreement forms

For children to access local authority funded childcare hours, their parents/carers must complete a parental funding agreement form when completing their registration form. This acts as a contract

and agreement for us to claim the funding for their child and names our setting to receive it. Funding can not be claimed with the parent/carer signing this form, as is stated in the Early Years Funding Agreement that has been signed by Sarah Hogger (Nursery Manager) and Shoana Thornton (Deputy Manager).

Unemployed families or families on certain benefits can claim 15 hours disadvantaged funding for their 2 years olds, per week. When a child turns 3 years old, they are entitled to receive the universal 15 hours funding per week. Working families who meet certain criteria can then apply for an extra 15 hours funding to add to a total of 30 hours funding per week.

From April 2024, legislation and funding changed to enable more families to be helped with costs of child care and enabling more children to attend nursery from aged 2. Please see below, the new funding criteria/information. There are information sheets attached to this policy that give more details about the eligibility for funding.

April 2024: 15 hours of Government funding for eligible working families with 2 year old children.

September 2025: 30 hours of Government funding for eligible working families with children from age 2 – 5 in our setting.

Private fees/invoicing:

If parents/carers are not eligible for local authority funding, or they require extra hours on top of the ones their child is funded for, then they will be invoiced each month for the private fees. Fees are charged at £3.70 per hour (in 2024).

As the economic climate changes and inflation rises, minimum wage increases each year, we may need to increase the private fees. The nursery manager will give notice of this in writing, with the reason for the increase. This notice will be given each January, if needed, to take effect from April 1st, in line with the new tax year.

Parents/carers will be emailed an invoice for fees each month and these are to be paid in advance of the following month. Payment is requested by the last working day of each month, with payment being made into the nursery bank account. Details of this are on the bottom of the invoices.

It is our policy that if private fees are not paid by the date requested, then we will not be able to offer those private hours as we will not be able to cover the cost of staffing them. If parents/carers need flexibility or late payment, then they must discuss this with the nursery manager, giving them the reason why and a new date of payment may be allowed, depending on the circumstances and at the manager's decision. Repeated late or non-payments, will result in the parent/carer being given a written notice of withdrawal of the private childcare hours.

Attendance:

It is required that children attend all of their funded/private hours each week, unless ill or for other circumstances such as holidays or appointments. Private fees will still be invoiced and need to be paid for these instances as your child is still taking up a place.

If your child will not be in nursery due to illness or other reasons, the parents/carers are required to inform the nursery by telephone or text message on the morning of the first day they are off. There are instances when children have an illness that comes with an exclusion policy for a certain period of time. See further information on this in the infection control policy.

If a child is absent from nursery and we haven't been informed why, then the nursery manager/Designated Safeguarding Lead will telephone the parents/carers to find out why and a note of this will be made. If a child is a repeated absentee, then this may go down as a concern and will be recorded and may be reported for Safeguarding purposes. If a child is absent because the parent/carer no longer wants them to attend Happylands Nursery, then we request that four weeks' notice of the child leaving is given in writing. Any private fees will still be charged for the four weeks.

Advertising nursery places:

We ensure that we advertise our nursery places in a range of ways and on different platforms to reach and inform the local and wider community of Ripon. We mainly use our nursery Facebook page to do this (Happylands Nursery/Preschool) as this allows us to reach a wider audience and parents/carers can share the vacancy information as well. We also post our adverts on the local Ripon Facebook groups such as the local childcare group.