

ADMISSION, FUNDING AND CHARGING POLICY

1. Purpose

At the Life Nursery, we are committed to being inclusive with regards to admissions. We strive to be a provider of funded and payable childcare without impacting the quality of our provision. This policy outlines our approach to nursery admissions, admissions criteria followed, and our plans for offering funded and payable childcare in a sustainable and inclusive manner.

2. Nursery Admissions

At the Life Nursery we care for children between the age of two and four years of age, and the numbers and ages of children attending the nursery comply with the legal space requirements set out in the Statutory Framework for the Early Years Foundation Stage (2025). When considering admissions, we are mindful of staff: child ratios, facilities available at the nursery, child's individual needs and abilities, and any additional needs. We aim to ensure that our community have access to the nursery through open, fair and clearly communicated procedures.

Places will be offered on a first-come, first-served basis if there are places available, but if there is a waiting list, the nursery will use the following admission criteria, length of time on waiting list, but each individual case will be looked at and considered dependent on the needs of the child and family.

Government funding for early education can be used for hours within normal morning, lunch or afternoon sessions. No charges are made for these sessions (unless you require your child to stay for lunch or an extra session out of your funded entitlement, then a charge would be incurred. If you wish your child to do their 15 hours over less days this is a possibility. You would also need to provide your child with a suitable packed lunch if their funded hours cross-over into the lunch time period of between 11.30 and 12.15. We also offer 30 hours funded places subject to receiving a 30 hour eligibility code from the parent/carer.

We also offer paid places and these are chargeable at £18 for two year olds and £15.00 for three and four year olds per session. For all chargeable sessions an invoice will be provided at the beginning of each month and fees will be expected to be paid weekly.

For children who are attending for 30 hours or who stay over the lunch time period, the nursery will charge their normal rate for hours beyond their funded entitlement.

We adhere to our Equality and Inclusion policy and ensure that all children have access to a nursery place, irrespective of their gender, race, disability, religion, beliefs or sexual orientation of parents.

We strongly believe that all children should have fair and equal access to snacks and activities and we therefore do not charge any top-up fees for funded-only sessions.

Prior to a child attending nursery:

- We provide an 'All About Me' booklet, contract, registration form and parental agreement between parents/nursery and Bradford Council for the funded early education entitlement for two, three and four year olds, which must be filled in prior to your child starting nursery.
- You are welcome to visit the nursery prior to your child starting whenever is convenient to you, no appointment necessary.
- Our waiting list operates on a 'time on list' basis for each intake. Names, dates of birth and contact details are taken upon first enquiry.
- If the place is no longer required, the next child on the waiting list will be contacted according to 'time on list' basis.
- Although all efforts will be made to accommodate parental wishes for specific places, the final decision will be made by the Nursery Manager.

3. Attendance

For the purpose of monitoring attendance, if a child does not attend for two consecutive sessions and their absence is unknown, parents will be contacted to determine the reason for absence and recorded (see attendance policy).

Reviewed by Louise Gray, Nursery Manager – March 2026

Policy read and agreed by: