The Ambleside Centre
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Meadows Admissions Policy
For Admissions from September to August

General

All eligible three and four year olds are currently entitled to 570 hours of government funded provision a year, over a minimum of 38 weeks of the year. This equates to 15 hours free early learning and care per week, for 38 weeks per year during term time.

The entitlement must be offered within the part of the National framework for delivery.

It is generally regarded as good early years' practice that a child attends only one setting for their free entitlement as this is believed to be in the best interests of a child, and all settings should be able to offer the 15 hours. However, we are aware, that sometimes this is not possible due to individual circumstances.

Every effort is made to meet the requests of families, taking into account their session choices and business needs of the Centre. However with high numbers of requests for the busiest sessions, and multiple requirements eg group sizes, ratios and availability, it may not always be possible to meet all of our parents' needs.

Our priority will always be to ensure the wellbeing and needs of the children are met and to ensure legal requirements and best practices are maintained.

Provision available at The Meadows, Ambleside.

- We offer a maximum of 156 part time places for 3-5 year olds.
- 15 hours funding can be accessed flexibly between 8-12 and 1–6 subject to availability. The 12-1 session can a funded session as long as the child is attending both the morning and the afternoon session.
- 15 hours must be accessed across a minimum of three days
- 15 hours must include at least one core three-hour session on each day attended (9-12 or 1-4)
- When accepting a place, a small deposit is required, which will be returned within the first half term as long as the child has started and remains at the nursery. The Head Teacher may waive this deposit following discussion with any parents/carers who are unable to pay this deposit.

Some three and four year olds are currently eligible for 30 hours funding. Details of requirements for eligibility for this funding can be found at https://www.childcarechoices.gov.uk

30 hour provision available at Meadows, Ambleside

This 30 hours provision is made up of 15 hours of original funded education and 15 hours of Additional funded education/care.

- An eligibility code must be obtained to access this funding and regular updates are required.
- Funded sessions must be taken across a minimum of three days.
- 30 hours can be accessed flexibly between 8-12 and 1-6 subject to availability. The 12-1 can be a funded session as long as the child will attend both the morning and the afternoon session.
- An option is available to stretch the 30 hour offer across the whole year. (i.e. 23 hours across 48 weeks)
- Once a session offer is agreed, changes between a term time only offer and a stretched offer are not possible.
- The 30 hour funding may be shared across two settings (although this is not considered best practice for the child's wellbeing). Applications will be accepted for shared funding based on individual needs, and subject to a minimum of three core sessions being accessed over a minimum of three days. The original 15 hours of funding must be taken at Ambleside
- Where a family become ineligible, the local authority procedures regarding grace periods and reapplication must be followed.
- When 30 hours are requested a small deposit is required, which will be returned within the first half term as long as the child has started and remains at the nursery.

Registration

Parents can register their children for government funded sessions by coming to the centre, email or telephoning at any time. Children become entitled to nursery sessions from the term after their third birthday.

If the child is born between:	They are eligible for a free part-time place in the term following their third birthdays:
1 September and 31 December	Spring term
1 January and 31 March	Summer term

1 April and 31 August	Autumn term

Documentation and information required to register for a place

Registration Data must include the following details – proof of date of birth and residential address of parents is required:

• Name of child
• Gender
• Date of registration
• Date of birth
• Address
• Name of parents/carers and those with parental responsibility
• Telephone number
• Email address
• Sessions required

Parents will be required to complete and sign a Wokingham Borough Council Parent Declaration Form. Our Privacy Notice details what your data is used for, where it is stored and how and when it will be erased/deleted. Parents can review this document on the Ambleside Centre website.

Registration

(i) For children who are already attending the Ambleside Nurseries and remain at with us until the end of their transition period into Meadows and have applied by:

- 1st May (or nearest working day) for admission in the following January – notification first week of July
- 1st October (or nearest working day) for admission in the following April – notification first week of December
- 1st February (or nearest working day) for admission in the following September – notification first week of April)

Any child who leaves our nurseries for whatever reason prior to their start date in Meadows will have their Meadows place retracted and that child will be placed at the bottom of our waiting list (F).

(ii) For all other children

by:

- 31 May (or nearest working day) for admission in the following January – notification first week of July
- 31 October (or nearest working day) for admission in the following April – notification first week of December

- 28 February (or nearest working day) for admission in the following September – notification first week of April (or nearest school day if it falls in spring holidays)

Admissions Criteria for government funded sessions

Children will be admitted the term after their third birthday; this will usually be at the beginning of a term.

The following criteria will be used to allocate available places. Within each band the places are offered in date of birth order.

A Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order' (previous looked-after children) (see note 1)

B Children known by the local authority to have identified additional needs and whose needs can be best met at the preferred setting – applications made under this criterion would need to be supported by supporting evidence from an appropriate professional e.g. medical practitioner

C Children who are accessing 2 year funding in Pastures nursery at the appropriate date detailed in (i) above.

D Children who are attending either of the Ambleside nurseries at the appropriate date detailed in (i) above and where they have registered sessions prior to the cut-off date for current children. (Children who apply after the date (i) above will be considered as late applications and will be allocated places in accordance with criteria E and F)

E Children whose permanent home address is within RG5

F All other children to fill available places.

Unless there is a specific need we will offer up to 120 places in September, usually the available places will be filled in January and limited places are available in April.

With each criteria the spaces are offered to children in date of birth order, however where there are two children with the same DOB, distance from the centre (as the crow flies) would be used to determine order of placing.

Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place using the form sent with the allocation letter.

The form must be returned to Ambleside **within two weeks** from the date of the offer letter. If a form is not received, there will be one further written reminder issued and failure to respond to this may result in the place being withdrawn and, in the case of oversubscription, a place offered to the next on the waiting list.

Parents are required to advise The Ambleside Centre if they are not accepting the place for any reason.

Waiting Lists

A waiting list will be held of unsuccessful, late or in-year applicants in case spaces become available during the year. Waiting lists are constructed according to date of birth of child. Parents will be asked periodically whether they wish to remain on the list. The waiting list will be retained until the end of Foundation Stage 1.

Charges

Charges are made for additional childcare sessions over and above the full free entitlement, where parents choose to purchase these. For full details of paid for sessions, please see our Terms and Conditions.

Note 1

A 'looked after child' is a child who is: (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).

Previous 'looked after children' include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), which came into force in December 2005**.** It does not apply to children who left care prior to this date or to children in care from outside England and Wales. Children Act 1989, section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders:

  (i) adoption order

  (ii) residence order

  (iii) special guardianship order