The Ambleside Centre
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Pastures Admissions Policy

All families may access the 0-3 provision at the Centre. There is no catchment area however registration to Pastures does not guarantee a place into Meadows. Children are however offered a priority place. Allocation is in order of application when places become available secured by payment of a deposit.

Provision available at Pastures, Ambleside.

- We offer a maximum of 32 places in any one session for 0-3 years
- 30 hours funding can be accessed flexibly between 8-6 daily.
- Funded hours must be accessed across a minimum of three days, funding is placed against full days first.
- When booking a place, a small deposit is required, which will be returned or used to pay for sessions 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.

General

Eligible 9 month-3-year olds are currently entitled to 30 hours working family funding, 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, 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 e.g. 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.

30 hour family funding - available at Pastures, Ambleside

- 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 8-6.
- An option is available to stretch the 30 hour offer across the whole year. (i.e. 23 hours across 48 weeks) Pastures sessions are in blocks of 5 hours therefore a small charge of two hours each week is required)
- 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 always considered best practice for the child's wellbeing). Applications will be accepted for shared funding based on individual needs, and subject to funding still being accessed over a minimum of three days.
- 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.

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.

Waiting Lists

A waiting list will be held of unsuccessful applicants, waiting lists are constructed according to date of application. Parents will be asked periodically whether they wish to remain on the list. The waiting list will be retained until the child is entitled to 3/4 year old funding, at which point we will offer a Meadows application form for our 3-5 nursery.

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.

Where places are paid for only, there is a minimum requirement of two sessions.

Paid for sessions are all year round.

Additional Sessions

Parents may purchase ad-hoc sessions in addition to their existing place in the Pastures, depending on space being available.

Transition to Pastures

After registration, staff along with parents will arrange visits for the children so they can become familiar with the setting and new carers before their start date. Initially these sessions are alongside their parent/carer.

Parents may also be offered a home visit as part of the process for their child/children starting in Pastures.

Children will start on their selected start date. Parents/carers are welcome to stay with their child for as long as they need. We will support a gradual and individual transition.

During their first week if attending full days, we request a 4pm collection to promote settling.