Admissions

At Pendle Court Day Nursery we care for up to 140 children between the ages of 0 to 4 years. The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). Although we are registered for more, we cap our numbers. When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

The nursery will use the following admission criteria which will be applied in the following order of priority:

1 Looked after Children

2 availability of spaces, considering the staff/child ratios, the age of the child and the registration requirements

3 A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery

4 A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support

5 When the application is received, extra weight is given to those who have been on the waiting list the longest.

6 the nursery's ability to provide the facilities for the welfare of the child

7 A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability

8 extenuating circumstances affecting the child's welfare or the welfare of his/her family

9 Children who have siblings who are already with us.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Providers eligible to provide government funded places for early education

We are eligible providers of the funded places (including 15 and 30 hours)

There is a voluntary consumable charge in place, this is discussed on an individual basis. This is to cover all snacks meals extra activities and other sundries activities; these additional charges are not a condition of accessing a place. Please refer to the Opt-out policy should you wish to opt out of the voluntary consumable charges.

The agreed nursery fees are paid monthly in advance.

Funded Places

The early years entitlement offer applies to those receiving funding for the universal and extended hours from 9 months to those parents with an eligible valid code (including the working families and vulnerable children funding), If applicable a copy of the 2-year funded letter with reference number showing eligibility will need to be shown to the nursery and a copy kept in your child's file. and is available to use towards your childcare and can be used between the hours of 7.30-6.00 with a maximum of 10 hours per day, without the need to take up additional hours. The session price with consumables includes snacks activities and meals, all children are offered a 2-course hot meal at lunch and tea, and we offer a wide variety of extra activities and healthy snacks. As the government funding is not intended to cover the

cost of meals/consumables there is a charge in place for these. However, these additional charges are not a condition of accessing the funded hours/place. We will discuss all options with on show-rounds. Please refer to the Opt-out policy should you wish to opt out of the voluntary consumable charges. The government funding is for 38 weeks of the year however we offer the flexibility to stretch over 52 weeks, giving up to 22 hours per week.

We will discuss all options with you on show-rounds and again when starting the nursery. We are only permitted to claim the hours that have been agreed on the parental agreement. A copy of the birth certificate and parental agreement needs to be in place before your child starts.

It is parent's responsibility to inform nursery of any changes that may affect your early years entitlement, otherwise charges may apply if we have applied funding and you are no longer eligible.

Term-Time Only Places

These are available from the term after your child's second birthday until they start school. We require a minimum of 4 sessions per week to attend term-time only. Term-time sessions can be applied to any funded session following their second birthday. There are no additional private hours needed as a condition of accessing a place.

The early years entitlement is available to use towards your childcare and can be used between the hours of 7.30-6.00 with a maximum of 10 hours per day

The early years entitlement offer applies to those receiving the universal and extended hours

A copy of the birth certificate and parental agreement needs to be in place before your child starts. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.

Parents of children receiving funding need to provide proof of their eligibility ie a 2YO funded lette or golden ticket if applicable a copy of the 2 year funded letter with reference number showing eligibility will need to be shown to the nursery and a copy kept in your child's file.

Pendle Court Day Nursery
Policies & Procedures

It is parents responsibility to inform nursery of any changes that may affect your early years entitlement

Banked Hours: any unused funding hours may be banked offering you the ability to use banked hours to be used over other periods such as school holidays etc. These days/hours need to be agreed between parent and provider and the following applies

- These hours can be used subject to availability. The voluntary charges for additional services such as meals, snacks & activities need to be agreed on booking.
- The banked hours must be used within the term they are banked.
- The maximum hours that can be claimed for in any term are as follows:
    - Autumn – 210 universal, 210 extended
    - Spring – 165 universal, 165 extended
    - Summer 195 universal, 195 extended

Stretched places

The government funding is for 38 weeks of the year however we offer the flexibility to stretch over 52 weeks, giving up to 22 hours per week (pro rata for when the eligible term starts). When you register your child for their place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.

This policy was adopted on: 31.10.2026

Signed on behalf of the nursery: L Wilkinson

Date disseminated to Staff: 01.11.2026

Date for review: 30.10.2027

Review required: Yes or No