



The Lambs Christian School Day Nursery

ADMISSIONS POLICY

1. The Ethos of Lambs Christian School Day Nursery

At the Lambs Christian School Day Nursery children between the ages of 0 – 5 join our Early Years Foundation Stage (EYFS). The EYFS is how the Government describe the time in your child's life between the age of birth and five (5) years.

The EYFS is an extremely important stage in every child's life as it is the foundation upon which their education at school and future learning is based. We aim to ensure their experience at this stage is happy, active, exciting, fun and secure in a safe and supportive environment.

2. Early Years Funding

- 2.1. Parents can check to find out what funding they are entitled to receive through the governments [Childcare Choices website](#).
- 2.2. If your child is two you should also use the checker to see if you can get a funded for your two-year-old before you make an application.
<https://eee.birmingham.sentinelpartners.co.uk/SentinelPortal/applicationFundedEarly.html>
- 2.3. If a parent is eligible for both the **targeted 2-year-old funding for working parents** from April 2023 and the **2-year-old funding** nursery will claim two-year-old funding and parents will remain eligible for this funding even if their circumstances change.
- 2.4. We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours.
- 2.5. There may be some children who are only attending for bought hours and some that only attend for funded hours.
- 2.6. The maximum amount of funded time that can be taken in a day is 10 hours; parents cannot use more than two sites for funded early years places in one day.

3. Admissions to the nursery/preschool

- 3.1. The Lambs Christian School Day Nursery admits:
 - Funded children of working parents from nine months of age.
 - Non funded children that have not yet had their second birthday.
 - Eligible two-year-olds funded from the start of the funding period following their second birthday.
 - Eligible two-year-olds funded as rising three-year-olds at the start of the funding period in which they have their third birthday.

- Non-funded two-year-olds from the start of the funding period following their second birthday.
- Non-funded two-year-olds as rising three-year-olds at the start of the funding period in which they have their third birthday.
- Funded two-year-olds with working parents from the start of the funding period following their second birthday.
- Funded two-year-olds of working parents as rising three-year-olds at the start of the funding period in which they have their third birthday.
- Non funded two-year-olds from their second birthday.
- Eligible three-year olds that meet the criteria for two-year-old funding.
- Early Years funded three- and four-year-olds from the start of the funding period following their third birthday.
- Non-funded three- and four-year-olds from the start of funding period following their third birthday.

4. Points of Admission to nursery/preschool

- 4.1. Generally, children will start at nursery/preschool at the beginning of a term. Eligibility for the Early Years Funding for two-year-olds is from the start of the funding period following a child's second birthday and eligibility for all three-years-olds to receive the Early Years Funding is at the start of the funding period following their third birthday.
- 4.2. This funding will be paid up until the time when the child reaches compulsory school age if the parent chooses to defer or delay entry into school.

If a child is born (or reaches 9 months) between:	Funding can be claimed from:
1 January and 31 March	1 April following the child's birthday
1 April and 31 August	1 September following the child's birthday
1 September and 31 December	1 January following the child's birthday

- 4.3. There is a legal requirement that all children begin **full time education** by the beginning of the term following their **fifth** birthday. All places offered in reception are for **full-time admission** in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

5. Patterns of attendance available

- 5.1. Our nursery makes an **offer** for the **universal** 570-hour (15 hours) funding entitlement and the 1140 hour extended entitlement (30 hours) funding for 38 weeks a year
- 5.2. Our all-year-round offer is 51 weeks a year.
- 5.3. The nursery has signed the Provider Agreement and is compliant with the requirements for funded hours.

6. Extended Hours

- 6.1. Families with three- and four-year-olds that have an 11-digit code because they are working and eligible for the 30-hour **extended entitlement** can have up to 1140 hours **stretched across a year** or 30 hours a week over 38 weeks of the year. NB: some families may choose to attend more than one provider and want to stretch the entitlement across the year in one provision and take some funded sessions during term time in another.
- 6.2. Many working families with two-year-olds will get **570 funded hours from April 2024**; this increases to 1140 funded hours from September 2024 so is the same as the extended entitlement for three- and four-year-olds. We will offer these places from April 2024.
- 6.3. From **September 2024 children from nine months of age whose parents are working could get 570 funded hours**. From September 2025 this increases to 1140 funded hours. We will offer these places from September 2024.
- 6.4. The provision before and after school will differ from the core early years provision between 4.00 pm.
- 6.5. After school childcare is available for all children (aged 0-11). The afterschool club is a joint venture between Mrs. Laing and Lambs Christian School Day Nursery, and this means that the Early Years funding for two, three and four-year-olds can be offered between 8.00 am and 6.00 pm extremely flexible.
- 6.6. If parents want to buy additional hours on top of the 15 funded hours or the 30-hour extended entitlement, they can do this during most of our opening times. We sell 5-hour long sessions (8 am – 1pm or 1pm – 6pm) at £29.50 for the morning or afternoon session. Early Birds Clubs starts at 8.00 am – 8.30 am at £7 per session. After School Club (4.00 pm – 6.00 pm) at a cost of £7 per day.
- 6.7. These are the sessions that you can choose. We claim funding on this basis. If you decide to collect your child early or drop them off later, you must tell us. By doing this you will either lose out on some of your funded entitlement hours or be paying for time that you have chosen not to take.
- 6.8. We open the nursery all year round for children under 3 years so you can spread the 570 / 1140-hour entitlement across the year.

7. Charging

- 7.1. There is no charge for applying for a place, for admission or for the provision of the funded entitlements. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities are compulsory.
- 7.2. The nursery must comply with Birmingham City Councils Provider Agreement.
- 7.3. Details about buying additional sessions in the nursery/preschool are set out in the schools Payment agreement.
- 7.4. **Help with the cost of childcare**
- 7.5. Our nursery is [registered](#) for [tax free childcare](#).
- 7.6. Find the right offer for you on [Childcare Choices](#).

- 7.7. Children who do not meet the eligibility criteria for free school meals in our nursery should bring a packed lunch.

8. Visiting

- 8.1. We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery/preschool. If you would like to visit us, you should contact the nursery office on 0121 554 3790 to make an appointment.
- 8.2. Most children will start at the nursery/preschool at the start of the term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another early year's provider. However, if we have places available and an application is submitted, we will offer a place.
- 8.3. To apply for a place here you must complete our Registration form and Parent Declaration Form.
- 8.4. No places will be held in reserve for a child who applies late; the nursery cannot hold places empty if another child applies for admission

9. How to apply for a nursery place

- 9.1. Parents must complete both the Registration and Parent Declaration forms and return them to school.
- 9.2. The closing dates for applications for the nursery/preschool intake are 1 April, 1 July and 1 January. You can apply after these dates, but your application may not be considered until after all the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

10. Information provided in an application

- 10.1. We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery/preschool, and this disadvantages another child.
- 10.2. **Before making an application** parents need to have checked their eligibility for 2-year-old funding and the extended entitlement funding (15 and 30 hours); evidence of eligibility will be checked before an offer of a place is made.
- 10.3. If you know or believe that your child's address will change before admission, you must inform the nursery as this may affect your application.
- 10.4. You will be asked to provide **date of birth evidence** so we can check your child's age.

11. What happens next

- 11.1. If there are fewer applications than places, then no application will be refused. Only if there are more applications.

- 11.2.** The applications will be listed in order of priority. We do not consider the sessions requested when prioritising the applications.
- 11.3.** We will endeavour to give the hours requested on the Parent Declaration Form. It is inevitable, however, that some parents who have been prioritised will not get the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.
- 11.4.** By 1 May, 1 October, and 1 February we will contact successful parents to welcome them to the nursery/preschool and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

12. Overview of the Admissions Process

Visit the nursery in:	Spring term	Summer term	Autumn term
Apply by:	1 May	1 September	1 January
Admissions panel meet in:	May	September	January
Receive a letter about your application before:	May half term	October half term	February half term
Reply to the letter	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school
Start at Nursery (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

13. Waiting lists

- 13.1.** Following the allocation of nursery/preschool places the school will retain a waiting list. Waiting lists will be kept in order of priority. Places on lists will be prioritised by date of application.
- 13.2.** Parents with children that are not due to start within the next two terms, will be asked to complete a Note of Interest for a Nursery Place Jan 2024 to Aug 2025 when they should apply.

14. Increasing the hours attended

- 14.1.** If there are parents of children that already attend the nursery/preschool who want to either take up additional funded hours and/or buy extra hours a list of those parents will be made, and the oversubscription criteria will be applied to determine who should be given priority for the available session/s.
- 14.2.** The admissions panel should work their way down this prioritised list until everyone has been offered the sessions available.

14.3. If there are unfilled sessions remaining after those in attendance have been given the sessions those sessions will be made offered to children on the prioritised waiting list.

15. Admissions appeals

15.1. If a nursery/preschool place is refused, parents can go through the school's complaints process to express their concerns. A copy can be requested from the nursery office on 0121 554 3790. The governing body/trustees will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery/preschool was full, it will also consider the impact on the child and family and may still award a place at the nursery/preschool if there is both the physical space and sufficient staff available.

16. Transport

16.1. No transport is available for nursery children.

17. Uniform

17.1. Children attending Lambs Christian School Day Nursery **are not** expected to wear a uniform.

18. Claiming the Early Years Funding

18.1. The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day. The provider claims the funding on your behalf based on the sessions that have been booked.

18.2. It is important that both the nursery and parent can see what time is funded and what time is being bought.

18.3. Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

19. Changes to attendance

19.1. Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both a) and b) below to determine within each group which children should be given priority for the unfilled places.

a) Parents whose children already attend the nursery to **increase or change the times their child attends**.

b) **New applications** from parents whose children do not yet attend the nursery and are on the prioritised waiting List.

19.2. It is expected that parents will ensure that their child attends at the times agreed so that children can establish a good routine and be ready to start school.

20. Induction and transition arrangements

20.1. Parents are provided with registration forms upon request or during viewing. They are provided with all the vital information about the settings routines, timetable, practitioners working in the setting, room and group the child will be in. When the child comes in they can have half or full day settling in period depending on the parents and child's needs. If the child attends 15 hours 9-12 30 hours or 1-4 parents choose 4 full days of attendance. Children attending full time pay additional fees.

20.2. Children transitioning from two year old – 3 year olds class are required to be fully toilet trained. However once they turn 3 children have settling sessions for 1-2 days to get used to the new environment and new key workers.

21. Contacts and further information

Nursery Manager	Mrs. M Mbaeyi
Nursery Deputy Manager	Mrs. T Elue
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