

Essex Wildlife Trust

Nature Nursery: Admissions Policy and Procedure

A policy describes what we do and how we do it as an organisation. It is a set of agreed principles which set out a course of action adopted by our staff and volunteers. It will often include acceptable methods, behaviours, and an approved procedure. It is usually internal, although some organisational policies are expected to be publicly accessible.

Version Control

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When review is completed, please send to: businesssupport@essexwt.org.uk

Version	Date	Changes made by	Reason for change
2	08 June 2023	J Burlingham	Update to new format Update references Include detail on current funding and snack payments

1. Introduction

- 1.1. This document sets out the aims and principles of Essex Wildlife Trust for ensuring fair admissions to the Nature Nursery.

2. Scope

- 2.1. The principles and procedures set out in this policy apply to the admission of any child for a place at Essex Wildlife Nature Nursery. Admission of children and documentation of registration is the responsibility of the Nursery Manager and the Deputy Manager.

3. Purpose of Policy

- 3.1. To provide a fair and just admission procedure free from any discrimination for all children and families.

4. Policy Statement

- 4.1. Essex Wildlife Trust aim to make Nature Nursery accessible to children and families from all sections of the local community through an open, fair and clearly communicated system.
- 4.2. We do not discriminate against a child or their family in our service provision, including preventing their entry to our nursery based on a protected characteristic as defined by the Equality Act (2010).

5. Procedure

Opening Hours

- 5.1. The Nature Nursery will be open from 8:00 to 17:30 Monday to Friday all year round. It will close on public bank holidays and between Christmas and New Year holidays.
- 5.2. On occasion, the Nature Nursery may close for staff training and development, when all staff are required to attend. In this case, parents will be given sufficient notice of the date.

Childcare and early education entitlements

- 5.3. Funding may be impacted by Government changes to legislation and therefore our approach will need to be adaptable and dynamic wherever possible.
- 5.4. Routinely, the Nature Nursery will offer:
 - 5.4.1. 2 year-old funding
 - 5.4.2. Universal 3 & 4 year old funding
 - 5.4.3. Extended 3&4 year old funding
- 5.5. The Nature Nursery will aim to:
 - 5.5.1. Be fully flexible and meet parents' requests where possible
 - 5.5.2. Offer term-time only and stretched funding options for parents wherever possible

5.5.3.Limit the amount of funded places that we offer

- 5.6. As we will be claiming funding from the local authority, we must see evidence to verify a child's date of birth at registration and at initial meetings.
- 5.7. All parents and carers will be required to complete a Parent Declaration Form each term in order for funding to be claimed, which must be returned by a specified date to be considered valid.

Attendance during funded sessions

- 5.8. If parents decide to take their child out of the Nursery during funded hours we are not required to provide an alternative days provision. Parent's receive the following information on registration: 'Please inform us of any reason your child is unable to attend. I am required to monitor your child's attendance and inform the local authority if attendance falls below 90%.'

Fees

- 5.9. A breakdown of costs will be available to view on the Fees sheet, which will reflect the most up to date charges. Parents can discuss any difficulties meeting costs with the Nursery Manager or Deputy in confidence.
- 5.10. Additional charges may be applicable to the funded provision
- 5.10.1 Breakfast club per session
 - 5.10.2 Supper club per session
 - 5.10.3 Snack charge each term for funded places
- 5.11. These charges will be itemised on the monthly invoice where applicable.
- 5.12. Funding may be split between two providers. For any families splitting their entitlement, clarification as to which hours are universal or extended must be clearly defined on the Parent Declaration form.

6. Appendices

This policy is to be read in conjunction with wider Essex Wildlife Trust Policies and Procedures

- 6.1 Equality, Diversity and Inclusion Policy
- 6.2 EYFS - Statutory framework for the Early Years Foundation Stage (up to date version available via Government website)
- 6.3 Managing Children's Absence Policy
- 6.4 Safeguarding Children, Young People & Adults at risk policies and procedures Part 1 and 2

Legal Framework and websites:

- The Equality Act (2010) Equality Act 2010: guidance - GOV.UK (www.gov.uk)
- Children Act (1989) & (2004) The Children Act 1989 guidance and regulations (publishing.service.gov.uk)
- Children Act 2004 - Explanatory Notes (legislation.gov.uk)
- Childcare Act 2006 and 2016
- Children and Families Act (2014) Young person's guide to the Children and Families Act 2014 - GOV.UK (www.gov.uk)
- Special Educational Needs and Disabilities Code of Practice (2015) SEND code of practice: 0 to 25 years - GOV.UK (www.gov.uk)
- Early Years Foundation Stage Framework (2021) Statutory framework for the early years foundation stage (publishing.service.gov.uk)
- 30 hours' free childcare: local authority and early years provider guide - GOV.UK (www.gov.uk)
- Early education and childcare - GOV.UK (www.gov.uk)