



Admissions Policy

September 2025

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Please note that a record of the changes made to the original issue of this document can be found at Schedule 1 after any Appendices to the Policy/Procedure.

Version Number:	Publication Date:	Nature of, and Reason for, Change(s)
1	September 2024	Original
2	July 2025	Reviewed and updated

Policy statement

It is our intention to make our nurseries accessible to children and families from all sections of the local community. We are committed to being as inclusive as possible regarding our admissions for our preschool. We also strive to be a provider of funded childcare without it impacting the quality of our provisions. This policy outlines our approach to nursery admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

Aim

To ensure that Howgill Early Years Settings are accessible to all sections of the community, through open, fair, and clearly communicated procedures. To promote smooth and stress-free transitions to the setting, ensuring both children and parents/carers are happy. we care *for* children between the ages of 0 and five years of age, and the numbers and ages of children admitted 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.

We are registered with Ofsted to provide up to 100 places at any one time (across 3 settings). We do not require children to be toilet trained on admission.

Accessibility

Howgill Early Years Settings (Cleator Moor, Whitehaven and Kells) aims to ensure its services are accessible to all sections of the community as per the Equal Opportunities Policy. The settings will attempt to communicate their services in locations throughout the community, in more than one language as appropriate.

The settings exist to provide resources, facilities, and expertise locally to meet the needs of people in the surrounding area.

The settings welcomes both fathers and mothers, other relations, and caregivers, including childminders.

We describe our settings and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity, or competence in Spoken English.

Our setting managers take responsibility for meeting with new families ensuring they have the correct literature regarding their setting and collating information, including a waiting list.

Offering Places

Where services are over-subscribed, the following priority for admissions has been agreed:

- On a first come first serve basis.
- Children who have siblings who are already with us.
- Waiting list children will be given a place before existing additional places.

Places will always be confirmed by the setting manager by telephone.

Government funding for early education can be used for hours within funded sessions, and the additional paid-for hours will be charged at the amount required.

Fully funded sessions may be available for babies, two, three and four-year olds, subject to eligibility and the availability of sessions and staffing arrangements. No additional charges will be made for those sessions, but attendance will be limited to specific hours, and charges will be incurred for any additional attendance.

All funded sessions are now in line with the flexible arrangement as specified by the Government. 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.

We strongly believe that all children should have fair and equal access to, snacks and activities and we therefore do not charge any top-up fees for funded-only sessions, even on an optional basis. The shortfall in the government funded hourly rate is therefore addressed by charging a proportionately rate for the additional hours attended to complete full session.

See fees policy.

Prior to a child attending our settings, parents must complete and sign a contract and registration form. These forms provide Howgill 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.

Settling in

Once a place has been offered each child is assigned a key person. The manager will take responsibility for contacting families and arranging appropriate settling in sessions.

Subsequent settling in sessions will be organised to meet the needs of the specific child, this process usually takes up to 2 weeks, but it is important that child, parent, and preschool are happy before a child attends their full sessions. Key workers keep records of children's progress during this period.

The settling process is viewed as an essential part of ensuring children have a positive time at preschool and we will be flexible in extending this period and offering families additional support.

Early Years Education Funding (EYEF)

Howgill Family Centre are in receipt of EYEF for babies, 9 months old to 4-year-olds. All 9 months – 4 year-olds of working parents are entitled to 30 funded hours during term time. (38 weeks per year)

If you are non-working you are entitled to 15 weeks for children 3-4 years old.

Some families of 2-year-olds may be entitled to Free Early Education for Two-Year Olds (FEET), you must make the nursery aware of this.

To access this funding, you need to complete a EYEF form and show your child's birth certificate to the setting manager.

30 Hour Funded / Stretched Offer Agreement:

Birks Road Nursery is open 50 weeks of the year. The nursery can offer 30 funded hours or up to 30 hours a week, we can also stretch this offer of funded childcare over the 50 weeks a year.

Each child's maximum free entitlement for both the 'Universal' and the 'Extended' offer will be the same, 570 hours per year.

You can take up to 1140 hours free funded childcare across the 50 weeks, within the hours of 9:00am -12:00pm and 12:00pm – 3:00pm.

If a child fails to turn up at nursery

Please refer to the Attendance Policy and Procedure.

Where there are more applications than sessions available in a community or voluntary controlled nursery class, applications will be prioritised using the criteria below. They will be applied in conjunction with explanatory notes 1 - 5 which form part of the policy.

1. Children cared for, i.e. in public care, giving priority, if necessary, to the youngest child(ren); children who were previously cared for; and children who were previously cared for outside of England - see note 1.
2. Children living in the catchment area or who have brothers or sisters in the nursery at the time of admission. See notes 2 and 3.
3. Children living outside the catchment area who, at the time of their admission, have brothers or sisters in the nursery or have an Education, Health and Care Plan that names the nursery.

