

Admissions and Operation of Waiting List Policy

Statement of intent

We welcome all families at our nursery schools.

Aim

We aim to operate a fair and open Admissions Policy.

Methods

- ★ All places will be filled with those children on our waiting list. Our waiting list is compiled by Registration Forms sent via our website.
- ★ We will work in partnership with parents, carers, other childcare providers, the local authority (Norfolk County Council) and other organisations to improve provision and outcomes for children at **Once upon a time**. Where required we will seek parent/carer consent to collect, share and use your information in accordance with the data Protection Act and General Data Protection Regulations.
- ★ As part of the registration process, parents will be required to provide documentation to evidence their child's date of birth. This is to confirm that your child has reached the eligible age to receive government funding entitlements. A copy of the document will not be retained but may be requested again later. A note will be taken to confirm that documentation has been seen by a member of the nursery team, and who has legal parental responsibility for the child being registered.
- ★ Where parents are separated, our point of contact will always be the parent who is registering the child at our nursery. However, we recognise we are legally obliged to provide access to certain data we hold for a child by any parent with legal parental responsibility. We would always do this in consultation of the registering parent.
- ★ At this time, parents will also be asked to bring their child's red book. This is to check all vaccinations and, where applicable, to see if a two-year check has been carried out.
- ★ Priority is given to children who already have a sibling at one of our nursery schools, or families who have used our service before.
- ★ The earliest we can offer a child a place is from the age of three months.
- ★ When allocating places, we will look at the capacity of our nursery schools to support all children in an effective way.
- ★ From February 2024, our minimum attendance requirements are two full days per week, and we no longer offer half days. This requirement is not applied retrospectively.
- ★ **Once upon a time** is part of Norfolk County Council's Local Offer to parents of children with Special Educational Needs and Disabilities (SEND). For more information about this, please visit: www.norfolk.gov.uk/send
- ★ Please refer to our SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.
- ★ We aim to identify all children that may attract any additional funding, such as Early Years Pupil Premium, Disability Access Fund, Special Educational Needs and Disabilities Inclusion Fund, and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.
- ★ We will offer children places where we feel we can meet the child's needs appropriately through resources which are available to us.
- ★ We will access training or professional advice for any child who requires medical support prior to their start date.

- ★ Fees are payable in full on or before the date shown on each invoice and there is no refund for absence due to holidays or illness. If difficulties arise regarding payment of fees, it is your responsibility to bring this to the attention of the Finance Director. For full details of our fees, please see our Charging Policy.
- ★ Parents are required to give **Once upon a time** one month's written notice if they wish to cancel a session on a permanent basis which has already been allocated to their child.
- ★ Unless your child's place is fully government funded, a Registration Fee of £200 is required to secure their place. £100 of this will be held by **Once upon a time** and deducted from the first full month's invoice. The remaining £100 will be retained and deducted from your child's final Invoice, subject to one month's written notice being given. Our Charging Policy contains full details.
- ★ If a child is on our waiting list and a Registration Fee has been paid, we require three month's written notice if you decide you no longer require the place. If the notice is not given, no refund will be paid.
- ★ Our day care nursery schools are open for 51 weeks per year, excluding bank holidays. We will close on 24 December when it falls on a weekday and for the remaining week between Christmas and New Year. No fees will be charged or funding claimed at these times.
- ★ Our opening times are:

Monday	8am - 6pm
Tuesday	8am - 6pm
Wednesday	8am - 6pm
Thursday	8am - 6pm
Friday	8am - 6pm
- ★ Early Education funding entitlements are offered within the national parameters:
 - no session to be longer than 10 hours,
 - no minimum session length (subject to the requirement of registration on the Early Years Register),
 - not before 6am or after 8pm – note: our actual opening times are listed below,
 - a maximum of two sites in a single day.
- ★ Early Education government funding entitlements are stretched over 51 weeks of the year. Funded hours at **Once upon a time** will be claimed for 10 hours for a full day (5 hours for a half day) within the opening times mentioned above.
- ★ We will work closely with families to agree how their child's care can best work in practice where government funding entitlements are split between different providers.
- ★ Families accepting a 2 year old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3&4 year old funding entitlement or working parent entitlement.
- ★ This Policy and our Charging Policy is issued to all families as part of the joining process. They are also available on our website – www.onceuponatime.org.uk

This policy was adopted by Once upon a time nursery school

Date: 24 September 2007

Amended on: 1 September 2025

Signed on behalf of the nursery

To be reviewed: Annually or sooner if any matters arise