



Blackmoor Park Infant School and Kindergarten

Day Nursery Admission Policy 2025-26

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We are a rights respecting school. All our policies and procedures are written and reviewed to ensure that children's rights, as detailed in the United Nations Convention on the Rights of the Child, are respected and promoted and this policy ensures:

Article 2: Every child has the right to enjoy all the rights in the Convention without discrimination

Article 3: In all actions concerning children, the best interests of the child must be a primary consideration.

Article 5: Governments must respect the rights and responsibilities of parents to provide guidance and direction to their child.

Article 18: Parents have the primary responsibility for the upbringing of the child. The state must support parents by providing services to support child development.

For more information on the convention and the rights of each child visit:

<http://www.unicef.org.uk/>

Blackmoor Park Day Nursery – Admission Policy

1. Introduction

At Blackmoor Park Day Nursery, we are committed to providing high-quality care and early years education in a nurturing, inclusive, and stimulating environment. We follow the statutory framework of the Early Years Foundation Stage (EYFS), which sets the standards for the learning, development, and care of children from birth to five years old in England.

This Admission Policy outlines the principles and procedures for the allocation of places, ensuring clarity, transparency, and fairness for all families.

2. Age of Admission

We welcome applications for children aged 12 weeks up to school entry. Our provision is designed to meet the needs of babies, toddlers, and pre-schoolers, with age-appropriate environments and resources in place across each room.

2. Funded Early Education Entitlement

In line with government funding guidelines, we offer the following funded entitlements:

- Universal 15 Hours: Available to all 3 and 4-year-olds from the term after their third birthday.
- Extended 30 Hours: Available to eligible working families, subject to government criteria and the provision of a valid eligibility code.
- 15 Hours for 2-Year-Olds: Available to eligible families who meet specific income or benefit-related criteria.

New Offer (From April 2024 Onwards): For eligible working parents:

- 15 hours from 9 months to 2 years from September 2024.
- 30 hours from 9 months to school age from September 2025.

Parents wishing to access funded places must complete a funding declaration form and provide the necessary documentation (e.g. eligibility codes, birth certificate, proof of address).

3. Sessions and Attendance Requirements

We offer flexible childcare options to meet family needs:

- Full Day Session: 8:00am – 5:55pm
- Morning Session: 8:00am – 1:00pm
- Afternoon Session: 1:00pm – 5:55pm

Children must attend a minimum of two sessions per week. The nursery is open Monday to Friday, 8:00am – 6:00pm, and is closed on Bank Holidays.

4. Settling-In Period

We offer a personalised settling-in programme tailored to each child's needs, which may include short visits with a parent/carer and gradually increasing independence. This supports emotional wellbeing, as promoted in the EYFS's focus on Personal, Social and Emotional Development.

5. Allocation of Places and Admissions Criteria

Places are subject to availability and are allocated in accordance with the following priority order:

1. Children currently attending who are increasing sessions
2. Siblings of children already attending
3. Full-time place requests
4. Children eligible for funded places
5. Date of registration on the waiting list

We are committed to inclusive practice and welcome children from all backgrounds, including those with special educational needs and disabilities (SEND).

6. Registration and Deposit

To register, parents/carers must complete an admission form and provide:

- A non-refundable registration deposit equal to two weeks' fees
- A copy of the child's birth certificate
- Proof of eligibility for funding (if applicable)

The deposit is refundable upon the child's departure, provided all fees have been settled and one month's written notice has been given.

7. Fees and Payment

Fees are payable monthly in advance and are collected at the beginning of each calendar month. The nursery accepts payments via:

- Bank transfer
- Childcare Vouchers
- Tax-Free Childcare accounts

Fee Terms Include:

- Fees are charged for all booked sessions, including those that fall on Bank Holidays, as these are incorporated into the annualised fee structure.
- No deductions are made for absences due to illness, holidays, or temporary closures caused by unforeseen circumstances.
- INSET days will be communicated in advance and fees adjusted accordingly.

To support transparency and consistency in how fees are managed, Blackmoor Park Day Nursery follows the school's Charging and Remissions Policy, which outlines the principles for charging for services and the process for considering applications for fee remission in exceptional circumstances.

Additionally, we adhere to the Bad Debt Policy, which details procedures for addressing outstanding payments, issuing reminders, and managing arrears. Where fees remain unpaid without communication or agreement, the nursery reserves the right to withdraw a child's place in line with this policy.

Copies of the Charging and Remissions Policy and Bad Debt Policy are available upon request from the school office or can be accessed via the school website.

8. Clothing and Personal Belongings

Children should attend nursery in comfortable, weather-appropriate clothing and footwear. All items must be clearly labelled. Parents should also supply a spare change of clothes. While staff take care to look after personal belongings, the nursery cannot accept responsibility for any loss or damage.

For children aged 0–2, parents must also provide:

- Nappies
- Wipes
- Formula milk
- Any other personal toiletry items as required

9. Health, Sickness and Exclusion

Children who are unwell or suffering from an infectious condition should remain at home. Nursery management reserves the right to refuse admission to any child who appears unwell. In the event of illness during the nursery day, parents will be contacted and asked to collect their child promptly. No fee reductions apply for sickness.

10. Mobile Phones and Safeguarding

To safeguard all children in our care, the use of mobile phones is strictly prohibited on nursery premises. Parents, carers, and visitors are respectfully asked not to use phones during drop-off and collection. Photography and video recording on personal devices are not permitted under our safeguarding policy.

11. Notice Period and Termination of Place

A minimum of one month's written notice must be given by either party to terminate a child's place. In lieu of notice, one month's fees will be charged.

12. Equal Opportunities

Blackmoor Park Day Nursery is an inclusive setting and promotes equal access to all children, regardless of race, gender, religion, disability, or background. We are committed to the values of British democracy, mutual respect, and individual liberty, as outlined in the EYFS and Prevent Duty.

13.Review of Policy

This policy will be reviewed annually or sooner if required due to changes in statutory guidance, legislation, or nursery procedures.