

# Admissions & Waiting List Policy

## Introduction

Our admissions policy ensures that each setting operates as close to full capacity as possible, in line with Ofsted registrations. We are committed to providing childcare services to families in our community, including day care, before and after school care, holiday club, and wraparound care. Admissions are open throughout the year, without reference to ability or aptitude, and are subject to availability.

## Application Process

- Firstly confirm visits are available for your child's age group, based on when you want them to start. We have a Waiting List procedure for nearly all of our rooms.
- Parents/guardians must complete an online **Registration Form & Parental Agreement** to apply for a place. A registration link will be provided upon request.
- A **Registration Fee** is required at the time of application. This entitles your child to our series of settling visits. This fee is non-refundable and applies to children placed on a waiting list or applying for a funded place.
- For **Working Families Funded Entitlement** you will need to provide us with consent in writing to use your child's details and your address to check your eligibility for funding and EYPP. You must also provide the National Insurance number of all applying parents and their dates of birth. In order to do this we will ask you to complete our **Funding Parental Agreement**, which will be binding throughout your time with us.
- For children taking up a 2yr government-funded or 15hrs Universal place without any additional services, the **Registration Fee is waived**.
- Submitting a **Registration Form does not guarantee a place**, as availability varies depending on session capacity. If we are unable to find you a place then we will refund your **Registration Fee**. However, if you do not take up a place that is offered then you will forfeit this payment.

## Place Allocation

All children will enter a Waiting List system, until we have matched their request to our availability. Places are allocated based on the following priorities:

1. **Full-time and more full-day places** take precedence over part-time or less days places.
2. **Siblings of current children** have priority over new applicants.
3. **Children of staff members** are considered on the same basis as other applicants, with a cap on the number of employee-discounted spaces per setting.

4. **Fully funded places** are available and allocated fairly following our place allocation and waiting list procedures.
5. If more applications are received than available places, allocation is also based on the date of completed application and relevant fee payment.

### **Waiting List Criteria**

All children remain on the waiting list until a place becomes available. When space is limited, **fully funded places** are allocated with the following priority order:

1. Looked After Children (LAC)
2. Vulnerable children
3. Children with Special Educational Needs and Disabilities (SEND)
4. Children of staff members
5. Siblings of children in the above categories
6. All other children

### **Funded Childcare & Education Offer**

The government funding is intended to provide 15 or 30 hours of **free, high-quality childcare** per week. However, it does not cover costs for meals, consumables, additional hours, or extra services.

- We primarily offer funding as an **enhanced stretched model over 51 weeks**.
- Limited places are available for 38-week funding (except for the 30-hour funding, which is not offered over 38 weeks).
- Parents can choose **Just 15/30** funded hours, with the option to opt out of meals, activities and consumables, subject to availability and place allocations. See also our Funding Policy & Consumables & Activities Policy
- Where places are accessed on a **Just 15/Just 30** basis then we offer these around other available spaces and therefore we will allocate your days according to our availability, rather than your preference. Whilst you may express a preference, there is no guarantee you will receive the days you choose.
- Additional services such as **meals, enrichment activities, consumables and extended hours** are charged separately, and details can be found in our **Schedule of Fees**.

### **Changes in Funding Eligibility**

- If a family's eligibility for **Working Families 30 hours funding** changes, we will offer an alternative place based on the **Universal Entitlement**, if applicable and subject to availability.
- We aim to maintain continuity of care but have **limited space for certain sessions** based on working to optimum occupancy levels.

### **Grace Periods**

If a family's eligibility changes, **Grace Periods** allow continued funding for a short time:

Date Entered Grace Period	Funding Ends
January 1 – February 10	Ends March 31
February 11 – March 31	Ends August 31
April 1 – May 26	Ends August 31
May 27 – August 31	Ends December 31
September 1 – October 21	Ends December 31
October 22 – December 31	Ends March 31

### Complaints Procedure for Government-Funded Entitlement

If you believe your funded place has not been provided correctly:

1. Submit a written complaint to the **Nursery Manager** for resolution.
2. If unresolved within four weeks, escalate to the **Senior Management Team** via email at [help@bright-kids.co.uk](mailto:help@bright-kids.co.uk).
3. If further action is required, contact your **Local Authority** for assistance.
4. **Ofsted does not handle funding complaints** it is solely interested in welfare, safeguarding, and the learning provision of the children.

### Policy Review

This policy is reviewed annually.

**Next Review Date: July 2026**