Little Learners
NURSERY GROUP

Admissions Policy

Created: January 2026

To be reviewed: July 2027

At Little Learners Nursery we provide flexible care and high quality Early Years education for the families in our local community.

Little Learners Nursery ensures equality and opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all. Admissions to the nursery will be open, fair, inclusive and non-discriminatory.

Nursery operating hours

The nursery is open for 48 weeks per year. We cater for children between the ages of 9 months to 4 years.

The Nursery is closed during Bank Holidays and for a period of two weeks over Christmas, in line with the school Christmas holidays. The nursery also closes for five days per year for staff training and wellbeing: one day in the Autumn, two days over the Easter break, and two days in the Summer. Please note that parents will still be charged for these closure days at the private rate, as fees are calculated on an annualised basis and spread evenly across the year. Fees are still payable for all closure days, Bank Holidays, sickness, and holidays.

We are open from 8:00am - 6:00pm, Monday to Friday.

Admissions Criteria

All childcare place offers are dependent on staffing levels, occupancy, and subject to availability. When considering availability, we will take into account the following factors:

- Children of nursery and school staff
- Siblings
- 2-year-old funding for disadvantaged families
- Children who qualify for EYP
- Length of time on the waiting list
- Requested days and hours

Funded Early Education Entitlement (FEEE)

2-year-old funding for disadvantaged families

Some families who receive additional government support will be able to claim 561 hours funded childcare per year, from the term after the child's 2nd birthday.

Universal Three- and- Four-year-old Funding

All three- and four-year-olds are entitled to 561 funded childcare hours a year. Some may be eligible for 1,122 hours per year.

Working Families Funding

Working Families Funding is for qualifying working parents with a child aged 9 months or older. A child will be entitled to 1,122 funded hours a year from the term after they have attained the relevant age and the eligibility criteria, set by the government, has been met.

All funding requires parents to apply for a positive determination of eligibility from HMRC via Childcare Service Account i.e. a valid eligibility code. This eligibility code must be provided to us before the Early Years Funding can be claimed. The parent is responsible for re-validating the eligibility code every three months when reminded by HMRC. Failure to do so may result in the Working Families Funding being withdrawn.

How Little Learners offers FEEE

At Little Learners Nursery, Funded Early Education Entitlement is offered to all eligible families. Working parents/carers who want to just take up their free early education and childcare hours can do this

As an all-year-round childcare provider we offer funding across 48 weeks a year.

- 15 hours of funded childcare over 48 weeks (term time) equates to 561 funded childcare hours a year. Stretched over 48 weeks, this equates to **11 hours per week**.
- 30 hours of funded childcare over 48 weeks (term time) equates to 1,122 funded childcare hours a year. Stretched over 48 weeks, this equates to **22 hours per week**.

Where parents/carers choose to purchase childcare hours which are in addition to/outside of their free early education and childcare hours*, these will be charged as set out below:

15 hours funding

Attendance Days	Total attendance hrs per week	Free childcare hours per week	Paid additional childcare hours per week
1	10	10	0
2	20	11	9
3	30	11	19
4	40	11	29
5	50	11	39

30 hours funding

Attendance Days	Total attendance hrs per week	Free childcare hours per week	Paid additional childcare hours per week
1	10	10	0
2	20	20	0
3	30	22	8
4	40	22	18
5	50	22	28

If eligible for funded hours, and you wish to increase your days, you must speak to the Nursery Manager. You are not automatically given extra days if eligible.

If you are accessing the 30 free hours, and you fall out of eligibility, you must begin to pay for the hours or provide us with 4 weeks' notice to withdraw your booking in its entirety.

If a child is unfunded and they move from the Baby Room to the Toddler Room they will only receive the Toddler rate on the 1st of the month following their birthday.

Children who receive 9months-24months funding for Babies will be charged the Baby rate until the term after their 2nd Birthday.

Children who receive 2 Year funding are charged as a Toddler until the term after their 3rd Birthday

Funding for all age groups starts the term after the child's respective birthday.

1st January, **1st April**, or **1st September**, depending on when the child reaches the eligible age (9 months, 2 years, or 3 years).

Parents can apply for funding through the government website when their child becomes eligible. Funding is available only to families who meet the eligibility requirements.
https://www.childcarechoices.gov.uk

Application to the nursery

If you wish to apply for a place at Little Learners Nursery you must complete an application form and email it to the Nursery Manager.

Offer letter, Holding fee and Admin Fee

Once you have a place confirmed you will be sent an offer letter via the Nursery Manager. This offer letter will detail your child's start date, days of attendance, leave date, holding fee and admin fee amount along with bank details in which to pay this. You will be given a deadline date to make this payment by. Once you have paid you will receive an email confirmation from the Finance Manager.

Once your child attends our nursery your holding fee is offset against your final invoice. The holding fee will not be refunded if you cancel your nursery place. You have a grace period of five days from the date of offer to change your mind in which a refund will be issued.

The admin fee is a one off non refundable payment of £25 to process your child's booking. If you fail to make the holding fee and admin fee deadline your child will be removed from the nursery admissions.
Families accessing funded hours only are not required to pay the administration fee.
It is at the discretion of the nursery management team to review the payment of the holding fee and admin fee. If you are a family in financial hardship please speak to us on application.

Settling in sessions

We aim to support parents/carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families. The settling in period is 1 week and begins a week before your start date. These settling in sessions are charged at a flat rate. If you or a senior member of staff wish to extend the settling in period, we can look into this for you; however, after the settling in week, you will pay full price and attend only on the days of your booking. If a child is not able to cope with the nursery day, parents are required to collect their child. We recommend parents do not plan on going back to work until their child is settled.
(Please note that settling in week fee does not apply to families accessing FEEE funded places only)

Changes of booking patterns

When initially making your booking you may have been offered different days of availability. The days offered have been highlighted in the offer letter. For example:

- January 2024 until 31st May 2025 – Monday- Thursday (4 days)
- 1st June 2024 – 31st August 2025 – Monday – Wednesday (3 days)

When this is the case, it is the parent(s) or carer(s) responsibility to remember when these changes take place. If you are unsure of when this change will be happening please speak with the nursery manager who will be able to remind you of your nursery booking.

Dropping down hours/changing your booking for less hours

When joining our nursery you will agree a certain pattern of days with us and we will employ staff to accommodate these specific hours. Unfortunately, we are not able to accommodate

families reducing days or changing their mind with regards to their agreed days in the lead up to their admission into the nursery. If you wish to change or reduce your days, you must contact us as soon as possible. We will ask you to complete a new application form which will detail the new days you require. Although every effort will be made to accommodate the new pattern of days, we cannot always guarantee this. Your original days will, of course, be secure but you may have to go onto the waiting list for the new days you are asking for.

This system will also apply once you have started in our Nursery. If you wish to increase your days, you need to fill out an application form and will potentially be put on the waiting list. If you wish to reduce your days, a new application will have to be made. This means you will come off your current booking and need to re-apply for a place in our nursery.

Requesting additional days

You must email the Nursery Manager and they will be able to check availability. Not all requests for additional days can be accommodated. Please never assume you will automatically get more days. We will do everything we can to accommodate your request; however, we are limited by space and staffing.

Pre – school

Preschool bookings end on the last working day of August.
Any request to extend your child's space beyond August will be charged at the Ad Hoc rate.
Parents must submit extension requests at least 6 weeks in advance.