Manor Twiglets Nursery Ltd
Downsview Crescent, Uckfield, East Sussex, TN22 1UB
01825 765487. twiglets@manor.e-sussex.sch.uk. www.manor-twiglets.co.uk

Admissions Policy

It is our intention to make our setting accessible to children and families from all areas in our local community and beyond, where we are the provider of choice.

To help us achieve this aim, we :

- Advertise widely, particularly in free publications
- Provide information in various formats, through our website, by email, in paper and in translated format if required
- Offer services before and after the typical school day to help working families and accommodate individual needs

Allocation of places

1. Everyone is encouraged to come and visit the Nursery/Playscheme prior to booking.
2. Parents/carers are required to fill in a registration form for their child before we can either offer a provisional or confirmed place. Manor Twiglets also asks for a non-refundable fee. This fee is currently £20.00 for Nursery children and is used towards Administration costs and to provide a book wallet and PE bag.
3. Priority is always given to Manor school teaching and support staff for places when there are sessions available.

Requests for Nursery sessions for **immediate start** at any point throughout the year are dealt with as follows (in addition to the above) :

1. The Childcare Manager or other member of Management Team, will check the available sessions.
2. Availability is confirmed to the parent/carer who must then accept the offer, by payment of the registration fee.
3. Invoices where applicable are raised immediately for payment in line with our Finance policy.

Requests for Nursery sessions for **future start** are dealt with as follows (in addition to the priorities above) :

1. The Nursery does not guarantee places for **future start** in the current academic year, as this would leave empty places within the setting until the requested start date.
2. We will offer **provisional places** based on likely availability which are then confirmed by email/in writing at the beginning of the term prior to entry (based on 6 terms per year).
3. Acceptance is by payments of the £20.00 administration fee.
4. Parents and carers have the option to guarantee the place, by agreeing to pay the full cost from the point of booking. The child can then either attend from booking or as originally planned later during the year.

30 hour Early Years Entitlement Funding offer (3 and 4 year olds)

Manor Twiglets Nursery offer the 3 and 4 year olds 30 hour funding. The funding can be taken across the 9am – 6pm times as long as there is space to accommodate the sessions that you require. For those children who will attend for any hours above their offer then this will be chargeable.

We hold a waiting list for sessions that aren't available straight away and as soon as they are available then they will be added to those sessions.

- There will be 20% of our weekly intake of 3-4 year old children that can access the stretched offer, which amounts to 22.8 hours a week over 50 weeks of the year, a total of 1140 hours a year.
- There will be 10% of our weekly intake of 3-4 year old children that can access the term time only offer, which amounts to 30 hours a week, a total of 1140 hours a year.

The funding will require the eligibility code and is required before the term that you require the funding to start. For example if your child will be claiming the funding in the September, Manor Twiglets Nursery will need the code before September.

Please access the government website www.childcarechoices.gov.uk to check eligibility and register your child for the code. It is up to the parents and carers to provide the nursery with this code. The spaces for the funding will be on a first come, first served basis, any over the allotted intake will placed on the waiting list for the funded sessions, however you will still be able to claim the usual 15 hours. Any codes received after 1st September 2018 will have to wait for the new funding period in January 2019.

15 hours Early Year Entitled Funding offer (2 years, 3-4 year olds)

For those children that are eligible for the 15 hours for 38 weeks of the year or the 12 hours over 48 weeks, this can be taken across the 9am – 6pm times as long as there is space in the nursery to accommodate the sessions. For those children that attend for any hours above 15 hours, these will be chargeable.

Fee Structure

Sessions	Times	Price
Early Session (includes breakfast if arriving before 8.30am)	8.00am – 9.00am	£5.00
Morning Session (includes snack)	9.00am – 12.00pm	£15.00
Afternoon Session (includes snack)	12.00pm – 3.00pm	£15.00
Twilight Session (snack after 4.30pm)	3.00pm – 6.00pm	£5.00 to be charged at an hourly rate of £5. Per hour
Full day	8.00am – 6.00pm	£45.00

Manor Twiglets Nursery has a Parent Forum group, where all parents and carers are invited to attend and take part in discussions about the nursery. We seek feedback from parents about how things are working within the setting and seek their help in raising funds for the setting as we are a Registered Charity.

This policy was reviewed on Friday 12th October 2018

Date of review : October 2019

Signed on behalf of the directors :

Name of signatory : Jill Bray

Role of signatory : Director/chair