

Admissions Policy

At Grass Roots Private Day Nursery we care for children between the ages of 0 years and 4 years. We aim to make our setting accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures. We operate an equality and inclusion policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion, belief or sexual orientation of parents.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS, 2024).

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff:child ratios, the age of the child and any registration requirements.
- Children who have siblings who are already with us.
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements.
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability.
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family. We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief, or sexual orientation of parent/carer(s).

Prior to a child attending nursery, parents must complete a registration form. These forms provide the nursery with personal details relating to the child. These are sent to you on your welcome email and are online forms. This form includes acceptance of the nursery's terms and conditions.

Grass Roots Private Day Nursery offers space for approximately 53 children between the ages of 0 - 4 years and Grass Roots @ New Road offer spaces for approximately 34 children between the ages of 18 months - 4 years, in accordance with the legal space requirements from Ofsted our staff ratios and is the overriding policy in respect of admissions.

Government Funded places for Early Education

All settings registered to accept government funding must offer funded places for two, three and four year olds for early learning sessions specified by the local authority.

At Grass Roots Nursery Group we currently provide funded places available for children subject to availability. These places will be allocated on a first come, first served basis and should be booked a term in advance. When you register your child for their funded place we will discuss your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes.

For admissions for the funded nursery sessions we have a termly intake, beginning the term following your child becoming eligible for these sessions. All funded sessions are now in line with the flexible arrangement as specified by the Government. These sessions can be offered term-time only or stretched across the year.

Please note, Government funding is not intended to cover the cost of meals, other consumables, additional hours or additional services.

Please see **Nursery Fees*

Opening Hours

At Grass Roots St Peter's we are open daily from 7.30am to 6pm, 51 weeks of the year, we are closed between Christmas and New Year and on bank holidays.

At Grass Roots New Road we are open daily from 8.30am to 4pm, term time only.

Payment

An invoice will be sent out at the end of each month. Fees are due on or by the 1st of the month in advance. If you would prefer to pay weekly please speak to the management team and we can arrange this for you.

Invoices can be paid by cash, card, bank transfer or Family pay. We also accept payment made via the tax free childcare service. <https://www.gov.uk/tax-free-childcare>

This policy will be reviewed by management annually, who are responsible for ensuring the dissemination of this policy to all staff, volunteers and parents.