



Admissions Policy for Waterside Day Care

Ethos

This procedure has been implemented to provide clear expectations to families and staff when registering their interest in a place in Waterside Day Care.

Aims

- To provide a fair admissions process and procedures for all children.

Responsibility of the Day Care Senior Management Team

- To ensure that staff are aware of this policy and implement it consistently
- To ensure that families are aware of their roles and responsibilities regarding confidentiality.

Responsibility of families

- To update Waterside with any changes to their waiting list information including contact details.

Admissions Procedure

- **Expression of Interest:**
 - When a parent/carer expresses an interest in admitting a child into Waterside, they are given a Parent Information Pack containing a waiting list form and fee structure.
- **Waiting List Form:**
 - Fill out the form stating the child's name, date of birth, sessions required, and expressed start date.
 - Upon submission to the Waterside office, note the date on the form. Details are then added to the waiting list file.
- **Priority Admission:**
 - Priority is given to children of staff currently working at Norcot and siblings of existing children attending at the time of admission.
 - Allocate spaces from the waiting list according to the date received.
- **Minimum Sessions:**
 - Minimum registered sessions per week are two half-days (a combination of mornings/afternoons) or one full day.
- **Waiting List Movement:**
 - Movement up the waiting list is possible only when available sessions do not suit previous applicants.

Admissions Criteria

If places are required that include any or all the following criteria, they will take priority.

- Staff children
- Child looked after; Child Protection Plan; Child in need plan
- Special Educational Need with a diagnosis in place.
- Child who has a sibling attending Norcot Early Years Centre.

Offer and Acceptance

- When a space is available, contact the families to complete the appropriate forms.
- Provide a Letter of Offer; a contract should be signed to accept the place.
- A deposit of 3 weeks' fees is required to secure the place, refundable in the last month's fees when the child leaves. The deposit is not refundable if the child does not take up the space, 4 weeks' notice is not given for leaving, or fees are still outstanding when the child leaves.

Contractual Agreement

- Families should sign the contract only after reading and understanding the Information Pack, which includes terms and conditions.

2-Year-Old Targeted Funded Places

- Applications are subject to criteria set by Brighter Futures for Children (BFfC).
- The admission procedure for Day Care is followed, and BFfC will confirm funding availability.
- Inform the Early Years Team of the start date for each child via the portal at each headcount return.

Staff Discount

- A 60% discount applies to working days only for current staff in Waterside Day Care. This includes 9-month-old and 2-year-old funding, universal 15 hours, and extended hours under the 30-hour scheme each school term.
- The staff discount of 60% cannot be used in conjunction with a 10% sibling discount.

Government Grant Funding

- If eligible for government grant funding under the 9-month, 2-year-old, or 3-year-old schemes, a funding form will be issued for completion and return.
- The funding code must be supplied and verified on the Early Years Portal before funding can be allocated.
- Parents must renew their funding code on time to avoid funding withdrawal.

Associated Policies

- Safeguarding
- All GDPR UK policies
- Confidentiality
- Electronic Info & Communications Policy

Procedure agreed: January 2025

Procedure review date: January 2026

Norcot Early Years Centre 15 hours Free Childcare offer

What is 15 Hours free childcare?

From September 2024 many working parents of 9 month old babies in England become eligible for 15 hours of free childcare. Working parents of 2 year olds became eligible from April 2024.

It is important to note that the free 15 hours is only for **38 weeks** per year in the Nursery School. It is basically equivalent to school term times. If you are eligible for the free childcare, you will have the option to use it for up to 15 hours per week for 38 weeks of the year (term time).

In our Day Care we can stretch the 15 hours to 51 weeks per year giving you 11 hours funding each week. This is because Day Care is open all year round.

Will my child get it?

Not necessarily, as not everyone is eligible. Please check online for your eligibility and let us know your funding code.

There is detailed guidance available on the DFE website:

<https://childcare-support.tax.service.gov.uk/>

The basic eligibility rules for 15 hours free childcare are:

- Your child will be aged 9 months (or up to 2 years old) by 31 August / 31 December or 31 March.
- Both parents must be working – or the sole parent is working in a lone parent family.
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Each parent must have an annual income of less than £100,000.
- You live in England.

Your eligibility will be checked using the online tool provided by Reading Borough Council prior to your child's admission and will be checked each term.

At Norcot we are offering up to:

- 15 hrs term time only, **38 weeks** in **Nursery School and Waterside**
- 11 hrs all year round, **51 weeks** in **Waterside only**

Examples of what this will mean for you:

Waterside

We will continue to invoice you in the usual way with your additional entitlement deducted. You will need to advise us if you want to spread your 15 hours entitlement over the full year or reduce it to 11 hours per week over 51 weeks of the year.

Nursery School

Example: Child is part time, attending 5 x am or pm sessions per week, term time only. Child receives 15 hours entitlement over a week.

PLEASE NOTE:

You will not be able to accrue unused hours. For example: If you only use 12 hours during term time you cannot bank hours to use for after school childcare.

Each offer is up to the hours quoted. i.e. Up to 15 hours for 38 weeks, up to 11 hours for 51 weeks (Waterside only)

It is very important that you decide on the offer that you require. Eligibility will be checked before each term. You will need to ensure you renew your eligibility each term via HMRC when you receive your reminder.

If you have any queries please contact:
Waterside Day Care: 0118 9375677
Nursery School: 0118 9375577

Norcot Early Years Centre 30 hours Free Childcare offer

What is 30 Hours free childcare?

From September 2017 many working parents of 3 to 4 year olds in England became eligible for 30 hours of free childcare.

It is important to note that the free 30 hours is only for **38 weeks** per year not 52 weeks. It is basically equivalent to school term times. If you are eligible for the additional free childcare, you will have the option to use it for up to 30 hours per week for 38 weeks of the year (term time), or less hours per week if you choose not to have a full-time place.

Will my child get it?

Not necessarily, as not everyone is eligible. Everyone will still receive the universal 15 hours free education entitlement that is currently available. At Norcot Nursery School this must be taken across 5 days of the week either in am OR pm sessions.

There is detailed guidance available on the DFE website:

<https://childcare-support.tax.service.gov.uk/>

The basic eligibility rules for 30 hours free childcare are:

- Your child will be aged 3 or 4.
- Both parents must be working – or the sole parent is working in a lone parent family.
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Each parent must have an annual income of less than £100,000.
- You live in England.

Your eligibility will be checked using a online tool provided by Reading Borough Council prior to your childs' admission and will be checked each term.

At Norcot we are offering up to:

- 30 hrs term time only, **38 weeks** in **Nursery School and Waterside**
- 22.35 hrs all year round, **51 weeks** in **Waterside only**



PLEASE NOTE: If your child attends both Waterside and Nursery sessions, then the only option available to you is the 30 hr term time option

Waterside Day Care does not provide funded only sessions. Children that receive funding may be charged fees to cover meals/snacks. This is calculated on the calendar monthly invoice and is in accordance with our Provider Agreement with the Local Authority.

If you require after school childcare in the Nursery School to extend the day, fees will be payable at the published rates. The free entitlement is for term-time nursery sessions only.

Examples of what this will mean for you:

Waterside

We will continue to invoice you in the usual way with your additional entitlement deducted. You will need to advise us if you want to spread your 30 hours entitlement over the full year or reduce it to 22.35 hours per week over 51 weeks of the year.

Nursery School

Example: Child is full time, attending 5 x am sessions with lunch and 4 x pm sessions per week, term time only.

Child receives 30 hours entitlement over a week. If you require after school childcare in addition we will invoice you for these. If you require Holiday club sessions, these would need to be paid for.

PLEASE NOTE:

You will not be able to accrue unused hours. For example: If you only use 21 hours during term time you cannot bank hours to use for after school childcare.

Each offer is up to the hours quoted. i.e. Up to 30 hours for 38 weeks, up to 22.35 hours for 51 weeks (Waterside only)

It is very important that you decide on the offer that you require. Eligibility will be checked before each term. You will not be able to change options unless there are exceptional circumstances

You need to continue with the timing of your current 15 hours. If you currently use morning sessions for your 15 hours, any additional sessions will need to be PM sessions and vice versa.

If you have any queries please contact:

Waterside Day Care: 0118 9375677

Nursery School: 0118 9375577