

## **NURSERY ADMISSIONS AND NOTICE POLICY**

### **ADMISSIONS**

Once a completed application form is returned to the nursery a place will either be offered immediately, or the form will be placed on the waiting list in order of priority and the date received.

Priority for places in the nursery is as follows:

- Children attending for 51 weeks per year
- **Internal waiting list** for existing children to alter/increase sessions or for siblings to join the nursery
- **External waiting list in this order;**
- BHFT staff
- Based upon the number of days required, with priority given to children attending for 5 days a week followed by 4 days, 3 days and 2 days

This is to meet the needs of the business and to avoid spaces within the nursery that cannot be filled.

If your application form is placed on the waiting list and a place is available for your child, the Nursery Manager will normally contact you around three months in advance of the date that the place is required. For BHFT staff this will normally be around four months in advance.

If a place is not available on the required date the Nursery Manager will endeavour to contact you to advise you regarding the availability for your child. However, if you require regular updates, please contact the nursery by email or phone.

A nursery place cannot usually be confirmed more than three months in advance for Allied Partner and Non NHS and four months in advance for BHFT staff.

Once the place is confirmed and you have accepted the Nursery Manager will put this in writing and will send the relevant paperwork to you, this will include a request for the payment of a deposit equivalent to one month's fees. The place will be held for a maximum of ten working days, however at the end of this time if the deposit has not been paid the offer will be withdrawn and the next person on the waiting list will be contacted.

**Please note** that our nurseries can only accommodate children up until 31st August after their 4<sup>th</sup> birthday. Children are eligible for a school place in a reception class with effect from the September following their 4<sup>th</sup> birthday.

### **NOTICE PERIOD**

If your child is leaving the nursery or you wish to reduce their sessions one month's notice in writing is required. If this is not given, we reserve the right to charge fees in lieu of notice.

**FUNDED ONLY ATTENDANCE**

We accept a strictly limited number of children on a 'funded only' basis. We give due consideration for each request and a separate waiting list for this attendance is kept. No charge will be made for this attendance and therefore no deposit is required.

Children may attend for 38 weeks a year, term time only for either 2x 7.5 hour day (15 hours funding) or 4x 7.5 hour day (30 hours funding). Days and times of attendance, by agreement with the nursery and subject to availability.

**CHILDREN OF NURSERY STAFF**

Nursery staff may apply for a place in any of the BHFT nurseries for their child/ren however they are subject to the terms of this policy and are classed as BHFT staff. To maintain the smooth running of the nursery the Nursery Manager may delay the start date of staff's children if she/he feels that it may have a detrimental affect on the nursery.