

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:

- BHFT staff
- **Internal waiting list** for existing BHFT children to alter/increase sessions or for their siblings to join the nursery
- **Internal waiting list** for existing children to alter/increase sessions or for their siblings to join the nursery
- Non BHFT staff

We will look at our waiting list in accordance with the availability of places. 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 make contact 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 BHFT staff this will be four months.

For attendance that is partly free hours and partly paid hours

An offer email will be sent to you along with the parent declaration/agreement form which is required to be completed for children receiving the funded/free hours. You will be given a date of no longer than fifteen working days by which to accept or decline the offer and confirm that your child has the funding as well as to return the parent declaration/agreement form. At the end of this time if you have not responded and returned the completed form, the offer will be withdrawn and the next person on the waiting list will be contacted. If there is a delay in your application for the free hours, please email the Nursery Manager as soon as possible to advise of this.

If you accept the offer and return the form, once the code has been checked the Nursery Manager will be able to send you the offer letter and can confirm your monthly fees with the free hours. This will include a request for the payment of a deposit equivalent to one month's fees which is required to be paid within five working days. 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.

For fully paid attendance

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 which is required to be paid within 5 working days. 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.

For a free place of 11 or 22 hours per week

An offer email will be sent to you along with the parent declaration/agreement form which is required to be completed for children receiving the funded/free hours. You will be given a date of no longer than fifteen working days by which to accept or decline the offer and confirm that your child has the funding as well as to return the parent declaration/agreement form. At the end of this time if you have not responded and returned the completed form, the offer will be withdrawn and the next person on the waiting list will be contacted. If there is a delay in your application for the free hours, please email the nursery manager as soon as possible to advise of this.

If you accept the offer and return the form, once the code has been checked the Nursery Manager will be able to send you the offer letter. No deposit is required for this attendance.

Please note that our nurseries can only accommodate children up until 31st August after their 4th birthday. Children are eligible for a school place in a reception class with effect from the September following their 4th 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 for any paid hours. If this is not given, we reserve the right to charge fees in lieu of notice for paid attendance.

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 they feel that it may have a detrimental effect on the nursery.