



# Admissions & Waiting List Policy

## Introduction

Our admissions policy ensures that each setting operates as close to full capacity as possible, in line with Ofsted registrations. We are committed to providing childcare services to families in our community. Admissions are open throughout the year, without reference to ability or aptitude, and are subject to availability.

## Application Process

- Firstly, confirm there is an available place for the attendance pattern you require or be placed on the waiting list
- Parents/guardians must complete a **Registration Form & Parental Agreement** to apply for a place. A registration form will be provided upon request.
- A **Registration Fee** is required at the time of application. This entitles your child to our series of settling visits. This fee is non-refundable. We require a registration fee of £25 to join the waiting list if spaces are not available. You are entitled to a refund if you wish to be removed from our waiting list.
- For children taking up government-funded only places without any additional services, the **Registration Fee is waived**. However, a refundable deposit may be required. This deposit will be refunded in line with Local Authority guidelines or within two weeks of leaving the setting, provided there are no outstanding fees.
- For **Working Families Funded Places** you will need to provide us with consent in writing to use your child's details and your address to check your eligibility for funding and EYPP. You must also provide the National Insurance number of all applying parents and their dates of birth.
- Submitting a **Registration Form does not guarantee a place**, as availability varies depending on session capacity.

## Place Allocation

All children will enter a Waiting List system, until we have matched their request to our availability. Places are allocated based on the following priorities:

1. **Full-time and more full-day places** take precedence over part-time or less days places.
2. **Siblings of current children** have priority over new applicants.
3. **Children of staff members** are considered on the same basis as other applicants, with a cap on the number of employee-discounted spaces per setting.
4. **Fully funded places** are available and allocated fairly following our place allocation and waiting list procedures.
5. If more applications are received than available places, allocation is also based on the date of completed application and relevant fee payment.

## Waiting List Criteria

All children remain on the waiting list until a place becomes available. When space is limited, **fully funded places** are allocated with the following priority order:

1. Looked After Children (LAC)
2. Vulnerable children
3. Children with Special Educational Needs and Disabilities (SEND)
4. Children of staff members
5. Siblings of children in the above categories
6. All other children

## Funded Childcare & Education Offer

The government funding is intended to provide 15 or 30 hours of **free, high-quality childcare** per week. However, it does not cover costs for meals, consumables, additional hours, or extra services.

- We primarily offer funding as an **enhanced stretched model over 50 weeks**.
- Limited places are available for 38-week funding.
- Parents can choose **Just 15/30** funded hours, with the option to opt out of meals and consumables, subject to availability and place allocations
- Where places are accessed just for funding then we plan these around available spaces and therefore we will allocate your days according to our availability. Whilst you may express a preference, this is not a guarantee you will receive the days you choose.
- Additional services such as **meals, enrichment activities, consumables and extended hours** are charged separately, and details can be found in our **Schedule of Fees**.

## Changes in Funding Eligibility

- If a family's eligibility for **Working Families 30 hours funding** changes, we will offer an alternative place based on the Universal Entitlement, subject to availability.
- We aim to maintain continuity of care but have **limited space for certain session times**.

## Grace Periods

If a family's eligibility changes, Grace Periods allow continued funding for a short time:

Date Entered Grace Period	Funding Ends
January 1 – February 10	Ends March 31
February 11 – March 31	Ends August 31
April 1 – May 26	Ends August 31
May 27 – August 31	Ends December 31
September 1 – October 21	Ends December 31
October 22 – December 31	Ends March 31

## Complaints Procedure for Government-Funded Entitlement

If you believe your funded place has not been provided correctly:

1. Submit a written complaint to the **Nursery Manager** for resolution.
2. If unresolved within four weeks, escalate to the **Senior Management Team** via email at:- **info@cybertots.co.uk**.
3. If further action is required, contact your **Local Authority** for assistance.
4. **Ofsted does not handle funding complaints** it is solely interested in welfare, safeguarding, and the learning provision of the children.

## Policy Review

This policy is reviewed annually.

**Next Review Date: July 2026**