



## Batford Day Care

### BATFORD DAY CARE LTD ADMISSIONS POLICY

<b>Version</b>	2.2
<b>Based on Model Policy</b>	Not applicable
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<b>Target audience:</b>	All stakeholders

<b>Version</b>	<b>Date</b>	<b>Notes</b>
V2.0	October 2023	2023/2024 policy
V2.1	April 2024	Update to include Childcare Support for Working Families
V2.2	June 2025	Update to Childcare Support for Working Families and Supported Families

Batford Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole Batford Day Care community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any staff member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

**BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN**

Batford Day Care, Holcroft Road, Harpenden AL5 5BQ

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# Admissions Policy

## 1. Rationale

The Directors of Batford Day Care Limited aim to provide a fair and transparent admissions system and this policy concerns admissions to Batford Day Care for children aged 0-5.

The Admissions Policy is reviewed annually.

## 2. Batford Day Care Admissions Policy

Batford Day Care offers places for children from 6 weeks to reception aged children, 51 weeks per year. The setting operates in three rooms, Buntings (children aged 0-2), Cuckoos (children aged 2-3) and Rainbows Wraparound Care (children aged 3-4 who attend Batford Nursery School).

### 2.1 Application Process

Application for all day care provision, including wraparound care and holiday day care, should be made to the Day Care Management Team, who are responsible for all day care admissions.

Parents/carers may contact Batford Day Care at any time to request a place or to register their child on the day care continued interest list. This includes applications made in the name of a child not yet born.

**Priority will be given to maximise occupancy and there is a minimum attendance of two full days for fee paying families.** There is no right of appeal when the day care is unable to offer parents/carers the provision they require; however, where there is no space currently available, parents/carers can ask to be placed on the day care's continued interest list and will be contacted if or when the space they require becomes available. **Batford Day Care reserves the right to close the continued interest list on occasions where there is an overwhelming demand for places.**

Children attending Batford Day Care will be given priority for a 15 hour funded place and wraparound care in Batford Nursery School the term after their third birthday. Batford Nursery offers a pattern of 5 morning or afternoon 15/30 hour term time only sessions. 30 hour funded sessions, wraparound care and holiday day care may be booked subject to availability.

### 2.2 Childcare Support Funding for Working Families and Supported Families

Childcare support places for both supported families and working families are subject to availability. Parents/carers are required to notify the Day Care Management Team when they become eligible for childcare support. The day care will confirm eligibility through the early years portal and offer a place if available. Parents/carers are required to complete a parent declaration form and provide the day care with their child's birth certificate or passport before accessing funded hours. It is the responsibility of the parent/carer to re-confirm their eligibility for childcare support for working families every three months. In cases where parents/carers fall out of eligibility standard day care rates will apply. Please see the Childcare Support for Working Families Policy for further information.

### 2.3 Deposits

A formal offer of a place will be emailed by the day care office with a start date and booking pattern. In order for a place to be reserved parents/carers must respond to the email confirming acceptance, pay the £100.00 deposit (fee paying families only attending Buntings and Cuckoos) and agree to the online terms and conditions within 7 calendar days. If this is not completed in full the offer will be withdrawn. The deposit is non-refundable if you decide not to take up your place on the agreed start date with the agreed booking pattern. For children who join Batford Day Care as scheduled, the deposit payment will be set against the final month's invoice.

To ensure the financial sustainability of Batford Day Care, the directors look to maximise occupancy at all times. The start date can only be deferred by up to one month and with agreement from the day care manager by email. Any requests to change the reserved booking pattern must be made before the start date with a minimum of one month's notice by email and will only be accepted subject to availability. Any reduction to sessions may result in the place being withdrawn. If we cannot accommodate your request, you will be given the choice of continuing with your original agreed booking pattern or returning to the continued interest list.

#### **2.4 Changes to Day Care Requirements**

Parents/carers must provide one month's notice for any change or a reduction to booking requirements once your child has started. Batford Day Care reserves the right to review whether it will continue to offer provision when requesting reduced sessions or whether there is another family on the continued interest list with a higher priority. Two months' notice will be given by the day care at this point.

#### **2.5 Fees**

Batford Day Care fees are set out in the annual schedule of charges (please see our website <https://www.batfordnursery.herts.sch.uk/home-2/fees-and-funding-1> or request fees by email to [daycare@batfordnursery.herts.sch.uk](mailto:daycare@batfordnursery.herts.sch.uk)). Please note all day care place offers are subject to the day care's terms and conditions.

### **3. Roles and Responsibilities**

**All staff** are expected to follow this policy when advising prospective parents/carers and admitting children to Batford Nursery School and Day Care.

**The Day Care Management Team** will ensure that:

- Children are admitted in accordance with this policy
- Batford Day Care application/registration forms are compliant with the GDPR (Data Protection)
- There is good communication between Batford Day Care and Batford Nursery School

**The Board of Directors of Batford Day Care Ltd** will ensure that:

- The admission arrangements are reviewed annually, and consultation takes place on changes as appropriate
- The admission arrangements are made available to parents/carers and prospective parents/carers
- An admissions register and register of continued interest is kept