



LITTLE ELLIES

Admissions Policy

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Little Ellies

Admissions

Introduction

At Little Ellies we are a Private Day Nursery which is open 51 weeks per year. We are accessible to all regardless of status or address. We take children as young as 6 months; you can register your child for a nursery place even before they are born. Children can stay with us up until the term they are 5 years old (by legal requirement). Little Ellies is in line with anti-discriminatory practice, equal opportunities and inclusive to all. If you have recently moved into the borough, you should register as soon as you have moved into your new home. Please remember, it is not 'first come, first served'. Registering early does not mean you will get priority for a place over those families who apply after you. See 'How we offer places' to find out how places are offered. Due to the high level of demand for nursery education, we recommend that you register at more than one nursery. Having a nursery place does not guarantee a place in any particular primary school. Equally, you keep the same right to a primary school place even if you do not take up a nursery place.

You can drop in any time on a Tuesday or Thursday and ask our Administrator about the process of registering at Little Ellies, requesting an application pack / joining our waiting list, or information on different local nurseries and childminders which offer places in the area.

We do highly recommend that you come for a visit (show around) to see the nursery and to meet the staff. We kindly request that you arrange for an appointment time so that our senior staff can show you around the building and discuss any questions or concerns you may have. It will be a good opportunity for you to chat informally with staff so that you can get to know each other better. You will need to give your child a minimum of three days to settle in the nursery and some children may require longer. To book a show around the nursery please call Little Ellies on: **0207 511 1276** and request to speak to the nursery Managers. We will organise a time both convenient for yourself and the setting.

Every child is entitled to a free nursery place from the term after their third birthday (subject to availability). We also offer free places for two-year olds, subject to eligibility. To find out if you are eligible go to www.newham.gov.uk/twoyearoldchildcare or just drop in and ask our Administrator. If you are eligible, you will be emailed a link to a confirmation certificate. You will not be accepted without your confirmation certificate. This is dependent on a space being available. Parents of eligible children will also be sent a "Golden Ticket" letter automatically (usually); please bring this letter if you are applying for an FEE2 place before the expiry date printed.

Please note: If you are offered a nursery place, your child must attend regularly. If they do not attend for a prolonged period of time, they risk losing their place.

How we offer places

- Most places are allocated during the summer term for an autumn term start, but we will also admit children during the year whenever we have vacancies.
- We will let you know in writing whether your child has a place for the autumn term by the end of the summer term.
- If you are offered a nursery place, you must write or call to accept it as set out in the letter; otherwise you may lose your child's place.
- If you are not offered a place, you will be added to the waiting list. You cannot appeal but you can try a different nursery.

Who gets priority?

Children already on roll (e.g. in Baby Room, Class 2 for our toddlers, and Class 3 for our preschoolers) automatically stay on roll unless their families apply for a place in another nursery. Siblings to support our existing parents and staff members of EWPS/Little Ellies also get priority.

Basic Information / Sessions offered by Little Ellies

- Little Ellies is open from 8 am to 6 pm, 51 weeks a year
- A Little Ellies 'school year' runs from 1st September to 31st August
- A Little Ellies 'invoicing year' runs from 4th April to 3rd April
- We do not offer term time only contracts, other than those that run as part of the FEE/NEG or 30 Hours schemes*
- Please be aware that if you wish to 'top up' your free childcare hours you will be required to have a 51 week a year contract.

Little Ellies is closed:

- For all public bank holidays
- For 7 continuous calendar days over the Christmas period (usually Christmas day until New Years Day); and
- For 3 further days throughout the course of the year, for staff training.
- These days stated in the above three points are built into our charging structure.

Our sessions are usually:

- Full day: all year round (8 am to 6 pm – 10 hours per day)
- Morning Session (8 am to 1 pm – 5 hours per day) **
- Afternoon Session (1 pm to 6 pm – 5 hours per day) **

**Please note the morning and afternoon session are only available to the toddler room

We regularly have a high number of applications for 2 year old places, so please bear in mind that the more flexible you can be about the days and times of your sessions the more likely we are to be able to offer you a place. These free hours are primarily available as:

15 hours Sessions

- 3 half day sessions per week (5 hours per day), term time only (8 am to 1 pm or 1 pm to 6 pm); or
- 3 hours daily - 5 days per week, term time only (9 am to 12 pm or 1 pm to 4pm).

By using your FEE2 entitlement with Little Ellies you agree to not allow any other FEE2 provider (other than Little Ellies) to claim your FEE2 entitlement from your Local Authority/the Government. In effect you agree to sign over all rights for claiming FEE2 funding to Little Ellies solely whilst with us.

If you wish to 'top up' your free FEE2 hours

If you wish to 'top up' your 15 hours free, please speak to our Little Ellies Administrator or our Finance Assistant for fee information, please note you will be required to enter into a 51 week a year Little Ellies contract.

30 hours Sessions (lunch option) – Term Time Only

- Everyday Session (9am to 3pm – 6 hours per day)

*For children who only receive free childcare hours (from a Government Childcare Scheme) we usually offer daily 3 hour sessions or 5 hour sessions for 3 days per week (both are term time only).

FEE2 places (for those who are eligible); FEE3 and 30 hours free funding places begin the TERM after a child's birthday. Please see below for more clarification:

Birthday Between	Earliest Can Start
1 st April and 31 st August	Term 1 - September (Autumn)
1 st September and 31 st December	Term 2 - January (Spring)
1 st January and 31 st March	Term 3 - April (Summer)

FEE3 (15 Hours Childcare for all 3-5 year olds)

All 3 and 4 year old children living in Newham have a right to a free, part-time nursery place (FEE3 – previously known as NEG3) – subject to availability. All children upon their 3rd birthday are entitled to 15 Hours Free Childcare (irrespective of criteria and 30 Hours free funding). The earliest this is accessible is from the term following your child's 3rd birthday.

If you have a child aged 3 or 4 and wish to use this funding then you should apply to the EWPS Nursery. Little Ellies does not provide this type of childcare unless you are purchasing additional hours over and above the 15 hours FEE3 funding. If you wish to 'top up' your 15 hours free, please speak to our Little Ellies Administrator or our Finance Assistant (Mark Ferguson) for fee information, please note you will be required to enter into a 51 week a year Little Ellies contract. Otherwise, contact EWPS Nursery who provides these free places for such children.

Thirty hours places

Little Ellies also delivers 30 Hours Funded places. We have taken the decision to only provide 30 Hours Free places in two ways here at Little Ellies. Please see later in this section for details of these options.

You may be eligible for Government funding under the 30 Hours free scheme if your child is 3 years old and you (as parent(s) meet certain criteria). If you are eligible, 30 hours of childcare is available for 38 weeks of the year Term Time only (just like you may have received under the FEE2 or FEE3 schemes).

You (and any partner) must each expect to earn (on average) the equivalent of working 16 hours a week at your national minimum wage (£125 at the National Living Wage, less if you are on the National Minimum Wage). However if you (or any partner), are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or are a carer, you could still be eligible.

You cannot get 30 Hours Free childcare if you or any partner expects to earn £100,000 p.a. or more.

You can check your eligibility by visiting www.childcarechoices.gov.uk which is the official government website for 30 Hours Free / Childcare funding.

If you are eligible then you will receive an 11-digit number which you must provide to us if you are claiming this funding.

Little Ellies provides two products where you can use your 30 Hours funding eligibility.

- 30 Hours Free - Full Time Option (8 am – 6 pm daily, 51 weeks per year).
- 30 Hours Free - Lunch Option (9 am – 3 pm daily, term time only).

These products are FULL TIME and LUNCH ONLY.

FULLTIME 30 HOURS +

You receive childcare (8 am to 6 pm – Monday to Friday) – i.e. 50 hours per week for 51 weeks per year.

30 hours of this childcare (for 38 weeks of the year) is paid by the Government on your behalf. You are then responsible (have to pay for) the remaining 20 hours per week for those 38 weeks plus 13 weeks @ 50 hours per week.

Under this option all childcare and meal costs are included; there is nothing else to pay. Your child receives a breakfast, daily hot lunch cooked on site and an afternoon tea – each and every day they attend.

LUNCH ONLY 30 HOURS ONLY

You receive childcare daily (9 am to 3 pm – Monday to Friday) during school term time only. There is no direct cost or charge to you for the childcare that your child receives. However there is a monthly fee as you may purchase a child's hot lunch here, which is allowable under the terms of the Government's scheme. This is currently £115 per month. We do not allow packed lunches at Little Ellies due to our need to control allergies for children within our care (nuts / dairy etc). You should not use your 30 hours funding with us if you are unwilling to take the Lunch Option and pay for your child's hot meal.

The 30 Hours funding is only available to you whilst you are and remain eligible. As part of the conditions for receiving this childcare you **MUST** remember to reconfirm your eligibility every 3 months – with the Newham's Childcare Service Team / HMRC as they direct. They will contact you at the appropriate time to remind you that you need to do this.

It remains your responsibility to ensure that you undertake the reconfirmation process on the required basis they state (usually every 3 months). Should you fail to undertake this renewal or no longer be eligible for 30 Hours funding then we reserve the right to withdraw the place from you with no notice / once your funding ceases.

How to register your child

Drop into the Ellen Wilkinson Primary School Reception to see our Administrator, or visit our website at

<https://www.ellenwilkinson.newham.sch.uk/page/?title=Little+Ellies&pid=40> where you can download an application form, along with our handbook and fees list. We will need your pre-registration forms filled in and photographs will need to be submitted and returned before your child starts the nursery or this will delay your starting date. This is so we have accurate and up to date records of your child making sure that we can meet any other needs you or your child may have. We will also need you to pay your deposit and first month's fees in advance of your child starting the nursery. Terms and conditions and FEE contracts must be signed before children's admission to the setting. If we are able to offer your child a place, then you will need to bring following documents with you:

Documents for admission

For all new admissions, originals of the documents detailed below must be taken with you. If you do not take these documents with you, your child's admission may be delayed. If you are having difficulty obtaining all the documents, do not worry, take along with you what you have and explain to us why you cannot produce the other documents so we can tell you what to do next.

These documents are not used to determine your child's immigration status as irrespective of this they are entitled to state funded education even if they have 'no recourse to public funds'.

Only original copies of documents can be accepted at the meeting, photo copies are not permissible.

Proof of your child's legal name and date of birth

- UK Birth Certificate – short or long versions (non UK birth certificates cannot be accepted as they may be in a language other than English); or
- Valid Current Passport (the child may be included on their parent's valid current passport); or
- European Economic Area* (EEA) identity cards; or
- Official Documentation from the National Asylum Seeker Service indicating they are supporting your family e.g. ARC application registration card.

Application registration card (ARC) ARC is a credit card sized document issued to asylum applicants, after screening, to show that they have applied for asylum. It is also used as evidence of identity, immigration status and entitlements in the UK. It holds identifying information including fingerprints and reporting arrangements in a microchip within the card.

Please note: only Adoption or Deed Poll documentation can be accepted as proof of a child's official name change following the issue date of any of the above documents.

Proof of your child's main address

Documentation to confirm your child's current home address must be addressed to at least one of the parents/carers detailed on your application form, who must live at the same address as your child.

If parents/carers are not living together and the child spends a few days in both households on weekdays, then best practise is to take proof of both addresses, but for admission as a minimum, please provide proof of the address registered on the admissions which should be the one from which the child will go to nursery most often on weekdays.

- Council tax bill for the current financial year (residential not commercial); or
- Current Housing Benefit Entitlement Letter (financial details will be deleted on the copy in your presence); or
- Current Tenancy Agreement from a Newham Licensed Landlord; or
- Letter from the National Asylum Support Service (NASS) team informing the family of the address of the accommodation being provided for your family; or
- A letter from the Adult/Children's Services Asylum team informing you of the address of the accommodation being provided for your family

Please note: Tenancy Agreements from landlords who are not licensed by Newham and documents relating to house/flat purchase will not be accepted.

You will ALSO need one of the following utility bills (this is not required for families supported by NASS or a Social Care Asylum Team). In all cases the amount due and their balance will be deleted from the copy in your presence).

- Gas bill/payment schedule/reminder-dated for the current financial year; or
- Electricity bill/payment schedule/reminder –dated for the current financial year; or
- Water bill/payment schedule/reminder–dated for the current financial year; or
- Telephone bill/reminder-dated for the current financial year; or
- Mobile phone bill/reminder-dated for the current financial year.

Please note: All proof of address must be dated within the last 3 months.

Medical contacts

- Doctor's surgery name, surgery address and telephone number, GP name (optional); and
- Dentist's surgery name, surgery address and telephone number, dentist's name (optional)

Emergency contacts

For all children we will need at least two emergency contacts who must be aged 18 or over. If possible at least one of the contacts should be able to speak English. We will need the following information about them:

- Full name
- Address
- Language
- Relationship to the child
- Home number
- Mobile number

Proof of parental responsibility

Documents should be provided by the person living with the child to confirm parental responsibility and details of other persons with parental responsibility for your child.