



# **LITTLE ELLIES**

## **Admissions Policy**

<b>Policy Creation &amp; Review</b>	
<b>Author(s)</b>	Manager
<b>Creation Date</b>	August 2020
<b>Last review date</b>	October 2025
<b>Next Review Date</b>	September 2026

# 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.

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. In addition, 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 to Ellen Wilkinson Primary School Main Office and ask our Administrator about the process of registering at Little Ellies, requesting access to the application form and 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/Room Leaders. We will organise a time both convenient for yourself and the setting.

Every child is entitled to a free 15 hour nursery place from the term after their third birthday (subject to availability). We also offer free 15 hour early education places for two-year olds, subject to eligibility. To find out if you are eligible go to [www.newham.gov.uk/twoyearoldchildcare](http://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 "Eligibility" letter from Newham LA automatically (usually); please bring this letter if you are applying for an FEE2 place before the expiry date printed.

Working Parent eligibility has come into effect for children aged 9 months onwards for a maximum of 30 hours a week. Parents have an obligation to check the term of their child's 9th month via the government website [www.beststartinlife.gov.uk](http://www.beststartinlife.gov.uk) in order to see if they are eligible and to obtain a unique reference number.

This number is to be shared with the Nursery at the time of application. An application made does not automatically attain you a place in the Nursery. This will be based on the parent's needs of hours and the waitlist. The Nursery will write to confirm any space offered. This is all detailed in the Little Ellies handbook.

The responsibility lies with parents, who must reconfirm their circumstances every 3 months with GOV.UK in order to remain entitled to the scheme. If reconfirmations are

not renewed in a timely manner or the child is found to be no longer eligible, the Nursery will hold the right to charge the full amount of childcare or withdraw the place effective immediately.

Children will be eligible for the funding in the term after the application has been approved. If you require childcare to start before your funding goes live, parents will be charged at the full rate.

**Please apply at:** [www.beststartinlife.gov.uk](http://www.beststartinlife.gov.uk)

**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**

- Parents are asked to complete an online application form
- Most places are allocated during the previous term for a start date the next term, but some spaces are allocated as and when we have vacancies.
- We will let you know in writing whether your child has a place for the following term.
- If you are offered a nursery place, you must write to accept it as set out in the letter; otherwise you may lose your child's place.
- If you are claiming the working parent childcare funding, then this must be claimed before starting. Eg. if you want a 1st January start, then your claim code must be received by us by 31st December
- 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 Early Education 2 year olds (FEE2) or 30 Hours Working Parent 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. This is classed as a stretched offer.

#### **Little Ellies is closed:**

- For all public bank holidays
- For 7 continuous calendar days over the Christmas period (usually covering 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, 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.

### **FEE2 (15 Hours Childcare for 2-3 year olds)**

FEE2 is the childcare that some people can have access to if they meet a certain criteria (as stated below)

Your 2 year old can get funded early education if you live in England and receive some additional forms of support:

Your child will qualify for a free place if you get:

- Income support
- Income-based Jobseekers Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- The guaranteed part of State Pension Credit
- Tax Credit and you have an annual household income of under £16,190 before tax
- Universal credit and you have an annual income of less than £15,400 after tax

Your benefits will not be affected if you take up the 15 hours early learning offer.

2-year-olds can also get funded childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

By using your FEE2 year old 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 for fee information, please note you will be required to enter into a 51 week a year Little Ellies contract.

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 <sup>st</sup> April and 31 <sup>st</sup> August	Term 1 - September (Autumn)
1 <sup>st</sup> September and 31 <sup>st</sup> December	Term 2 - January (Spring)
1 <sup>st</sup> January and 31 <sup>st</sup> March	Term 3 - April (Summer)

### **FEE3 (15 Hours Universal 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 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 Ellen Wilkinson Primary School 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 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 the universal 15 hours for all 3 to 4 year olds.

### **30 Hour Working Parent (9 months - 4 year olds) 38 weeks of the year**

Little Ellies also delivers 30 hours funded places for Working Parents for 38 weeks of the year. This is essentially **term time**.

There is an eligibility criteria for this funding scheme that parents need to meet. Parents can apply here to see if they are eligible: [www.beststartinlife.gov.uk](http://www.beststartinlife.gov.uk)

Here at Little Ellies we take on board parents who have different working patterns. We work hard to ensure we can offer you hours that suit your needs. At times this may be difficult, as the hours you may want are over subscribed. Although our first stance is to offer hours that are available, we also have to ensure we can make the best of the hours we are open. Please make an application and clearly state what days and times you require. The more flexibility you have, the better we can accommodate the spaces.

If you live and work in England you may be entitled to 30 hours funded childcare support from the term after your child turns 9 months old, until they start school.

You can usually get funded childcare for working parents if you (and your partner, if you have one) are:

- in work or starting a new job
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave

The amount of funded childcare you can get depends on:

- your child's age and circumstances
- your income (and your partner's income, if you have one)
- your immigration status

If you are not eligible for the working parent offer you will still receive the [15 hour entitlement for all 3 and 4 year olds](#) from the term after your child turns 3 until they start school, irrespective of your income level, benefit status, or family circumstances.

### **Your earnings**

Over the next 3 months you and your partner (if you have one) must each expect to earn at least:

- £2,539.68 before tax if you're aged 21 or over (equivalent to £195.36 per week)
- £2,080 before tax if you're aged 18 to 20 (equivalent to £160 per week)
- £1,570.40 before tax if you're under 18 or an apprentice (equivalent to £120.80 per week)

This is equivalent to the National Minimum Wage or Living Wage for 16 hours a week, on average.

You can earn up to £100,000 adjusted net income per year and be eligible. If you or your partner have an expected adjusted net income over £100,000 in the current tax year, you will not be eligible.

**If you are eligible then you will receive an 11-digit number which you must provide to us if you are claiming this funding. This code must be received before the end of the prior term to allow your child to start the following term.**

#### 30 Hour Childcare:

Currently we offer 30 Hours places in two ways here at Little Ellies.

Little Ellies provides two products:

- 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, 38 weeks 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. Alternatively if you do not qualify for 30 hours, we are able to offer you a full fee paying childcare service for 51 weeks a year.

#### **LUNCH ONLY 30 HOURS ONLY**

You receive childcare daily (9 am to 3 pm – Monday to Friday) during school term time only for 38 weeks. There is no direct cost or charge to you for the childcare that your child receives. However there is a monthly fee if you purchase your child's hot lunch here, which is allowable under the terms of the Government's scheme.

This is currently £125 per month. This enables your child to have a hot nutritious lunch cooked onsite.

We do not discourage packed lunches at Little Ellies, but due to our need to control allergies for children within our care (nuts / dairy etc) we ask for all packed lunches to be compliant with the nutrition guidance (please see handbook).

#### Reconfirmation every 3 months

**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 via email.

**Should you fail to undertake this renewal and are deemed as no longer eligible for 30 Hours funding, then we reserve the right to charge you the full fee or 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 complete an application form, and see 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. You will need 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.