FUNDED ONLY ADMISSIONS POLICY AND PROCEDURES

Approved by: SLT

Approved date: October 2025

To be reviewed by: SLT

Review date: October 2026

Availability: On the company website and as a paper copy on request

Scope: Ashbridge Nursery Hutton, Ashbridge on Ribble Nursery, Ashbridge Nursery at Maxy Farm, The Fledglings Nursery

INTRODUCTION

Ashbridge Independent School and Nurseries is a group of four nurseries providing care and education for children from three months to four years, and an independent day school for boys and girls aged four to eleven years. Our nurseries are open 52 weeks of the year and offer an environment of nurturing care and excellent early years education and development, with a strong focus on outdoor learning. We offer funded only places stretched for 52 weeks of the year, subject to availability.

Visiting us is the best way to understand all the benefits of attending an Ashbridge Nursery and we strongly encourage families to visit us to tour the nursery with one of our nursery management team and meet our wonderful children and staff team.

Families wishing to access funded-only hours are welcome to join Ashbridge subject to the availability of funded-only places at our nurseries. Funding must be confirmed and in place before enrolment, as set out below.

ADMISSIONS ARRANGEMENTS

1. Parents/carers visit the nursery for a tour with a member of the nursery management team. This can be arranged in advance or, as we operate an 'open door' policy, families are welcome to call in at any time.
2. Parents/carers must disclose any known or suspected Special Educational Needs or Disabilities during their visit to the nursery.
3. An enrolment form is submitted to the nursery by the parents/carers, indicating the anticipated start date and days of attendance. A variety of sessions may be available in blocks of 10:40am to 6pm or 12:30pm to 6pm. A minimum of two days' attendance is required for all children.
4. The Nursery Management Team process the application and, should the requested sessions not be available, contact the parents to offer alternative sessions and/or an alternative Ashbridge Nursery. In the event of any confirmed or suspected Special Educational Needs or Disabilities being shared, a meeting with a Senior Leader will be arranged to ensure the nursery can meet the needs of the child.
5. An offer letter is sent out to parents/carers detailing the start date and booked sessions.
6. Before the child starts nursery, two settling in sessions are offered to aid the transition to nursery.
7. At the settling in sessions parents must provide the child's birth certificate as well as other documentation as requested by the nursery.

EARLY YEARS FUNDING AND ALLOCATION OF CHILDCARE PLACES

We accept the early years education funding of 15 or 30 hours across all our nursery sites for children aged 9 months to 4 years, subject to availability. We will always endeavour to accommodate your preferred sessions; however, if places are oversubscribed, allocation will follow the criteria below:

1. **First Priority** – Full-day places taken over 5 days.
2. **Second Priority** – Full-day places taken over 4 days.
3. **Third Priority** – Full-day places taken over 3 days.
4. **Fourth Priority** – Parents purchasing additional non-funded hours.
5. **Final Allocation** – Funded-only sessions, offered on a first-come, first-served basis.

This policy is in place to ensure the long-term sustainability and viability of our nursery settings. The funding we receive does not cover essential costs such as consumables, food, nappies, or staff training. In addition, we must also consider key person legal requirements and Early Years staffing policies to provide consistency of care and support for your child.

Any changes to the existing hours or days of attendance will be treated as a cancellation of the existing contract for your child's nursery place and a new application must be submitted for a new contract and booking, places for which will be given in accordance with the allocation policy above.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

Ashbridge welcomes applications from all families who feel that their child will flourish in our environment. We are committed to giving all children the best opportunities, regardless of any special educational needs and/or disabilities, and always comply with our legal responsibilities. Should we feel that, with reasonable adjustments, the nursery environment is not suitable for a child, either due to the physical environment or day to day nursery life, we reserve the right to not offer a place. This would always be done in the child's best interests and with clear communication to the parents/carers.

We ask parents/carers to inform us of any Special Educational Needs and Disabilities, or any other circumstance that may require reasonable adjustments at the point of enquiry so the nursery and family can work together in the best interests of the child. The nursery will request any relevant medical reports or other documentation before offering a place and parents may be requested to attend a meeting with a senior leader before a place is offered.

TERMS AND CONDITIONS

The nursery's terms and conditions for funded only places are available on request from nursery reception desks. All funded only places terms and conditions apply from when your child begins to claim funding.

All documentation relating to applications and admissions will be treated in confidence and in accordance with the Data Protection Act and GDPR.