



Admissions Policy

Purpose

Aflah Nursery shares the 'Buckinghamshire Children & Young People's Partnership Vision*' and to this end will operate an admissions policy that will apply the regulations on admissions fairly and equally; on a par with both the Buckinghamshire County Council's Working Arrangements and the DfE national regulations.

The Operations Managers of Aflah Nursery are responsible for the admissions of children, aged 3-5yrs to the setting.

It is our intention to make our nursery genuinely accessible to children and families from all sections of the local community. Children may be registered and take up sessions at any time in the year as there is no specific in-take point. This policy seeks to outline procedures and policies to ensure fair admissions for all.

In order to achieve this we will:

Ensure that the existence of the nursery is well known in all our local communities, by placing notices advertising the nursery where all sections of the community can see them and by holding promotional events periodically.

Make it clear the nursery welcomes people from **all** cultural, ethnic, religious and social groups, with and without disabilities as well as fathers and mothers, other relations and other carers, including childminders.

Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

Work with BCC to ensure our services meet the needs of disadvantaged families and communities.

Arrange our waiting list in order of application.

Make our equal opportunities policy widely known.

Try to accommodate children and families needs regarding session times.

The Operations Managers will be responsible for setting up the Free Entitlement (FE), which will be made available during term time (usually 38 weeks/year).

General

Opening Hours:

Aflah Nursery, High Wycombe will be running in accordance to the Buckinghamshire School Term Dates for 38 weeks of the year, Monday-Friday, excluding Bank Holidays from 9.00-2.00pm.

The admissions policy of the nursery highlights the following important areas;

- Basic practise of Islamic faith
- An Islamic ethos that permeates all aspects of the provision
- Siblings
- Proximity to the nursery
- Non-Muslim parents support the moral values of the Islamic faith.

What to expect if availing the Free Entitlement (FE)

From September 2017:

The Universal Entitlement of 15 hours free nursery education for 3 & 4 year olds:

The 15 hrs (universal entitlement) of FE (for 3 year olds or 4 year olds) can be availed via three options as outlined in the 'Information & Registration Pack for Parents.' Hence, parents should liaise with admissions personnel regarding this.

The Bucks County Council has published the following conditions for the **Universal Free Entitlement** which you must agree via a Parent/Provider Agreement form: 'PPA-U' (obtained from the Nursery's Manager):

- I understand that my chosen provider can ask for a deposit to secure my child's free place but are required to refund the deposit to me in full within six weeks of the first day of my child starting with them.
- I understand that the universal free entitlement hours are free at the point of delivery and that I cannot be charged for these in advance.

- I have received detailed information from the provider(s) named and been advised of any additional services available for my child and I understand I may have to pay fees for these services.
- FE funded places will include a milk drink (a healthy snack is to be provided by the parent/carer: See our *Food & Drinks Policy*).
- Our setting may ask for voluntary contributions towards visits and other specialist services.
- I understand that I cannot amend this agreement or change the provider(s) detailed within a claim period (each claim period corresponds to every half term) of this agreement without the express permission of the provider(s) and Buckinghamshire County Council (BCC). This will only be agreed in exceptional circumstances as detailed in Buckinghamshire's Local Guidance May 2017(BLG).
- Full details of the nursery/ Pre-School should be provided when splitting the entitlement between our setting and another provider.
- I agree to accept liability for the administration and legal costs for recovery for any overpayment made due to a false declaration on this form.

NB. FE is available to 3 year olds the term following their third birthday.

The Extended Entitlement of up to a further 15 hours:

Aflah Nursery, High Wycombe will also be making the 30 hour free childcare (for eligible working parents of 3 & 4 year olds) available by changing its hours of operation from 09.00-3.00pm as take-up for the extended provision increases.

From September 2017 parents can avail a maximum of 25 hours per week (under the current hours of opening: 09.00-2.00pm), as long as they are eligible. Eligible parents will need to present the code they obtain (from <https://www.childcarechoices.gov.uk>) to the nursery Manager who will then validate it and be responsible for affecting the funding process.

The Bucks County Council has published the following conditions for the **Extended Free Entitlement** which you must agree via a Parent/Provider Agreement form. 'PPA-E', obtained from the Nursery's Manager:

(for parents taking more than the universal hours (15hrs/wk) and up to 30 hours/wk)

- I understand that my chosen provider can ask for a deposit to secure my child's free place but are required to refund the deposit to me in full within six weeks of the first day of my child starting with them.
- I understand that the extended free entitlement hours are free at the point of delivery and that I cannot be charged for these in advance.

- I have received detailed information from the provider(s) named and been advised of any additional services available for my child and I understand I may have to pay fees for these services.
- I understand that not all providers will offer extended entitlement.
- I understand and give permission for the eligibility code I present for the extended hours to the provider will be checked with BCC and HMRC.
- I understand that I cannot amend this agreement or change the provider(s) detailed within a claim period (each claim period corresponds to every half term) of this agreement without the express permission of the provider(s) and Buckinghamshire County Council (BCC). This will only be agreed in exceptional circumstances as detailed in Buckinghamshire's Local Guidance May 2017(BLG).
- I agree to accept liability for the administration and legal costs for recovery for any overpayment made due to a false declaration on this form.

How parents can apply for their child to be admitted to Aflah Nursery

Application forms for Admissions along with an *'Information & Registration Pack for Parents/Carers'* can be obtained from the Aflah Nursery Office. Parents applying for admission of their children will be informed with regards to a place on a first-come-first-served basis. A start date will be confirmed by the nursery in writing.

Once a place has been granted the application form along with an administration fee of £50.00 of which £25.00 will be returned at the end of the year must be paid to the Nursery Manager/Deputy. The Administration fee does not apply to admissions requiring only the Free Entitlement (FE).

When children are due to start the nursery they are offered a settling in 'pre-visit', normally taking place in the term before the specified start term. Generally, a morning session is offered and the parent/carer is asked to attend this session for as little or as long as they wish, granting the child some detachment opportunity. This session is not charged.

'For all children and young people to be healthy and safe, be treated fairly, have lives filled with learning, be able to enjoy life and spend quality time with family and friends.'

Print Name: Ms. Frazana Aslam
 Role: Operations Manager
 Date: Aug. 2018
 Date of review: Aug. 2019

Related Docs: *Information & Registration Pack for Parents/Carers 2018/19*

