



## **Admissions Policy**

### **Purpose**

The Operations Managers of Aflah Nursery are responsible for the admissions of children, aged 3-5yrs to the setting. We will apply the regulations on admissions fairly and equally, on a par with DfE national regulations and the Oxfordshire County Council's working arrangements, to all those who wish to attend the nursery.

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.

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 Early Education Funding (EEF) offer, which will be made available during term time (usually 38 weeks/year).

## General

### Opening Hours:

Aflah Nursery, Oxford will be running in accordance to the Oxfordshire School Term Dates for 38 weeks of the year, Monday-Friday, excluding Bank Holidays from 8.30-2.30pm.

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-Muslims who along with their parents support the high moral values of the Islamic faith.

## What to expect if availing Early Education Funding (EEF)

### From September 2019:

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

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

This policy makes clear the following to parents:

- Parents will need to complete and sign a Parent Declaration Form for funded hours, as provided by the OCC.
- Aflah Nursery, as an approved EY provider can ask for a deposit to secure a child's free place but is required to refund the deposit to the parent in full within six weeks of the first day of the child starting with us.
- The universal free entitlement hours are free at the point of delivery and parents cannot be charged for these in advance.
- EEF 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.
- Parents cannot amend this agreement or change the provider(s) detailed within a claim period (each claim period corresponds to every half term) of the agreement without the express permission of the provider(s) and Oxfordshire County Council (OCC).
- Full details of the nursery/ Pre-School should be provided when splitting the entitlement between our setting and another provider.

- The parent agrees to accept liability for the administration and legal costs for recovery for any overpayment made due to a false declaration on the Parent Declaration form.

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

- b. The **Extended Entitlement** of up to a further 15 hours:

Aflah Nursery, Oxford, 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 08.30-2.30pm as of September 2019.

Since September 2017 parents can avail a maximum of 30 hours per week, 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.

### **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 via e mail.

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 placements requiring only the Early Education Funding (EEF).

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.

Print Name: Ms. Frazana Aslam

Role: Operations Manager

Date: Aug. 2019

Date of review : Aug 2020