



Bardfield Montessori Day Nursery Ltd. Braintree Road, Braintree, CM7 4PY.

Tel: 01371811088 E-mail: info@bardfieldmontessori.co.uk

Admissions Policy

This policy aims to ensure best practice for admission to Bardfield Montessori Day Nursery to enable the maximum number of children to access early years provision.

Principles

We are committed to providing a fair and open admission system.

We aim to deliver flexible care and education, acknowledging that family circumstances differ widely and with the aim of assisting those who work or are seeking to gain employment.

We are committed to all families having equality of opportunity. Please see our Equality Policy.

Eligibility

- Any child can attend Bardfield Montessori, there is no catchment area and priority is not dependent upon proximity to the setting.
- Children can attend Bardfield Montessori until statutory school age, which is the term after their fifth birthday. If parents choose to defer their child's school space and for the child to stay on at the nursery, they should be aware that when the child does go to school, they will be offered a school place in Reception or Year One at the discretion of their chosen school.
- Attendance at Bardfield Montessori does not guarantee a place at any specific school and parents must apply separately for the school of their choice.
- We operate a waiting list system, where places are offered according to the criteria outlined later in this policy. Places are offered according to daily availability.

Capacity

- We currently have places for up to 40 children, with a varying combination of Baby room and Pre-school room places according to staffing.
- The number of children that can be admitted to our setting will depend upon several factors including how many children already attend, their ages, the amount of floor space we have and the legal staffing ratios.



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- If there are no places available, children can join our waiting list. We will also do our best to advise parents on how to find a place for their child if no spaces are available and if they need care immediately.

Points of admission

Children may join from 6 months of age until compulsory school age. Fees will be charged at our full rate until a child becomes eligible for funding. Children will be offered places according to the preferred start date.

1. 9-month-old babies in receipt of government funding will have a place offered to them the term after they are 9 months old. You can find the full 9-month eligibility criteria on the Essex County Council or Childcare Choices website.
2. 2-year-old children in receipt of government funding for working families will have a place offered to them the term after their second birthday. You can find the full 2-year-old eligibility criteria on the Essex County Council or Childcare Choices website.
3. 2-year-old children in receipt of government funding for disadvantaged families will have a place offered to them in line with their funding start date. You can find the full list of 2-year-old eligibility criteria on the Essex County Council or Childcare Choices website.
4. All children become eligible for Early Education Funding from the start of the term following their third birthday. All 3- and 4-year-olds are entitled to 15 hours of government funding. Working parents who meet the criteria are entitled to 30 hours funding. You can find the full 3-year-old eligibility criteria on the Essex County Council or Childcare Choices website.

Admissions criteria

When a place becomes available in either the pre-school room or the nursery room, the Nursery Manager will consult the waiting list for children that have requested to start at that date or earlier. The place will then be allocated using the following criteria in the specified order:

1. Urgent requests – on a case-by-case basis and at the discretion of the Nursery Manager
2. Staff children - on a case-by-case basis and at the discretion of the Nursery Manager



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3. Siblings of children who currently attend the nursery - on a case-by-case basis and at the discretion of the Nursery Manager
4. All-year-round places; full-time applications are given priority then four-day places, three-day places and two-day places
5. Date of application; highest priority given to those who applied earliest.
6. Term-time only places; full-time applications are given priority then four-day places, three-day places and two-day places

If a place is offered and the family decides to defer for any reason, the place cannot be held open. The child will be added back to the waiting list and the place will be offered to the next most suitable child on the waiting list according to the criteria outlined above.

Home Visits

These are offered to children prior to starting at Bardfield Montessori. Although they are not mandatory, they are considered good practice. They give the parent and child time to get to know the key person and this supports the child's settling in and transition to Nursery. The visit takes about 20-30 minutes and will be at the beginning of the term in which the child will be starting or at the end of the preceding term.

Contacting Other Providers

Initial Visits

Parents are invited to bring their child along to nursery to meet the staff and children for a show around/ initial visit. If parents wish to apply for a place following this visit, they will be asked to complete an online application form and to pay the transition charge. Visits are offered by the Nursery Manager when the nursery setting knows it has space for new children. We do not invite families to view the setting, knowing we do not have space for them. This is to avoid any disruption to the children's nursery day from the frequent requests of show rounds by new families.

Settling Visits

Children who have enrolled to Bardfield Montessori will be offered two settling sessions and a transition call in advance of them starting. The call will be completed by the



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child's key person, and is an opportunity to discuss the child's routines, needs, interests, and developmental milestones. This allows the nursery time to adopt these routines in advance of the child settling.

Two visits, which are shortened sessions to support the transition process are then required to be completed. The first session will be alongside one parent or carer between the hours of 9.00-11.00. The parent is required to attend the session and stay for a minimum of 30 minutes. The second session is between 9.00-12.00.

If the nursery and parents feel that the settling in sessions need to be extended, then a further transition programme will be arranged at our usual rates. Settling in is different for each child and depends on a wide range of factors. Sometimes parents stay for longer periods or are asked to return early for several days after the child starts. Please refer to the nursery's Settling-in Policy.

Welcome and Induction Information

In the half-term preceding the admission, parents and carers are provided with a welcome pack containing all the key information for their child's admission. Children and their families will be supported through transition to meet the needs of each individual child. At that point, parents will also be asked to complete an Enrolment Form and provide various other information and documentation as outlined below and will be required to bring them to the first settling-in session:

- Enrolment form – emergency contacts, permissions for collection, restrictions for collections, doctor and Health Visitor details
- Ethnicity and home language information
- Photography permission form
- Data protection forms
- Funding forms
- Birth Certificate check
- Separated parent form (if appropriate)
- Pre-admission risk assessment for severe allergies (if appropriate)
- Request to administer Medication/Asthma pump (if appropriate)
- Learning Journal & BLOSSOM permission forms

Fully-funded Places



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Those attending fully funded (FF) spaces are exempt from paying the Integrated Montessori Package Fee.

We offer one FF space. When FF spaces become available, we will determine who is allocated the spaces according to:

- Children who are already using the FF allocation
- When the FF request was made by the family
- Family financial circumstances (if known)
- Whether the child has siblings at the nursery

Occasionally, and only in exceptional circumstances, we may decide to offer more than one FF place (e.g. families in financial difficulty with twins, families with particularly challenging circumstances).

FF places are available during term-time.

Parents accessing a FF place may choose any sessions they want within their allocated funding entitlement, subject to session availability.

To maximise FF spaces available, families are encouraged to take the following sessions:

- 2 x school days (15 hours funded children) – 15 hours per week
- 3 x all days (30 hours funded children) – 30 hours per week

FF children must bring a packed lunch (and tea if attending an all-day) and provide their own nappies and wipes.

FF funded children will be unable to access our specialist experiences such as forest school, yoga, art and science activities.

FF children will not pay any additional costs – they must therefore stay within their funding entitlement and will not be able to attend additional hours.

If a child has already taken a FF place at a setting on a particular day, the remaining day(s) can be allocated to another child/other children.



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If a 30-hour funded child requests a full-time place but one or more days have been allocated to another child already, they may have the remaining days free of charge but would be required to pay for the days already allocated. This is the only circumstance in which a FF place can be combined with payment from parent.

Purchased Hours and Additional Services

Where available, parents are welcome to request additional sessions throughout the week as one-off/ ad hoc sessions or for the term. We do not offer hourly sessions, all sessions booked will need to be within our session times.

Please see our Fee Information sheet and Terms and Conditions for further details and non-payment of fees schedule.

Additional sessions booked in advance for a term will remain allocated throughout the year, subject to fees being kept up to date.

Days off for illness or other reasons cannot be refunded unless exceptional circumstances are agreed in advance with the management or accounts team.

We reserve the right to reallocate a place following a period of 4 weeks non-attendance, without explanation.

We accept payment by bank transfer, Childcare Vouchers or the Tax-Free Childcare Scheme. We do not accept cash, cheques or card payments.