



Admissions Policy

Date policy was adopted: 16/08/2024

Date last reviewed: 30/08/2025

Frequency of review: Annually

At The Duckling Nursery we care for children between the ages of 2 and 4.. When considering admissions we are mindful of staff:child ratios and the facilities available at the nursery.

When a parent or carer enquires about a place at the nursery, if we have spaces available, we:

1. ask them to come and visit the nursery
2. we discuss the requirements for sessions
3. email the parent/carers with registration forms and any further information, directing them to our website
4. book the child's spaces once we receive a registration form
5. send a welcome pack in the term before the child starts with details of the induction, parent contract, personal information form and information for parents

We operate a waiting-list and places are offered on an availability basis. We operate an Inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

If parents would like to hold specific sessions for their child when they are not old enough to start, we charge a retainer fee of £100 per half-term.

Government Funded hours

We are registered to accept government funding and offer the funded places for one – four year-olds. All funded sessions are offered as flexibly as possible. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

At the duckling nursery, we offer government funded hours to support every child to have the opportunity to access affordable, quality childcare. Depending on their circumstances, parents can claim either 15 or 30 funded hours each week. We offer additional non-funded hours for those who need it.

15 Hours Childcare for 3 & 4 year olds

- 15 hours of childcare is available for all families in England

- Provided for 38 weeks (up to 570 hours per year), that you can use flexibly with one or more providers
- It can be claimed from 1 January, 1 April or 1 September following your child's 3rd birthday
- This funding isn't intended to cover consumables so there is a charge for these per session, we call this the 'duckling difference' (see below)

15 & 30 Hours Childcare for Working Families

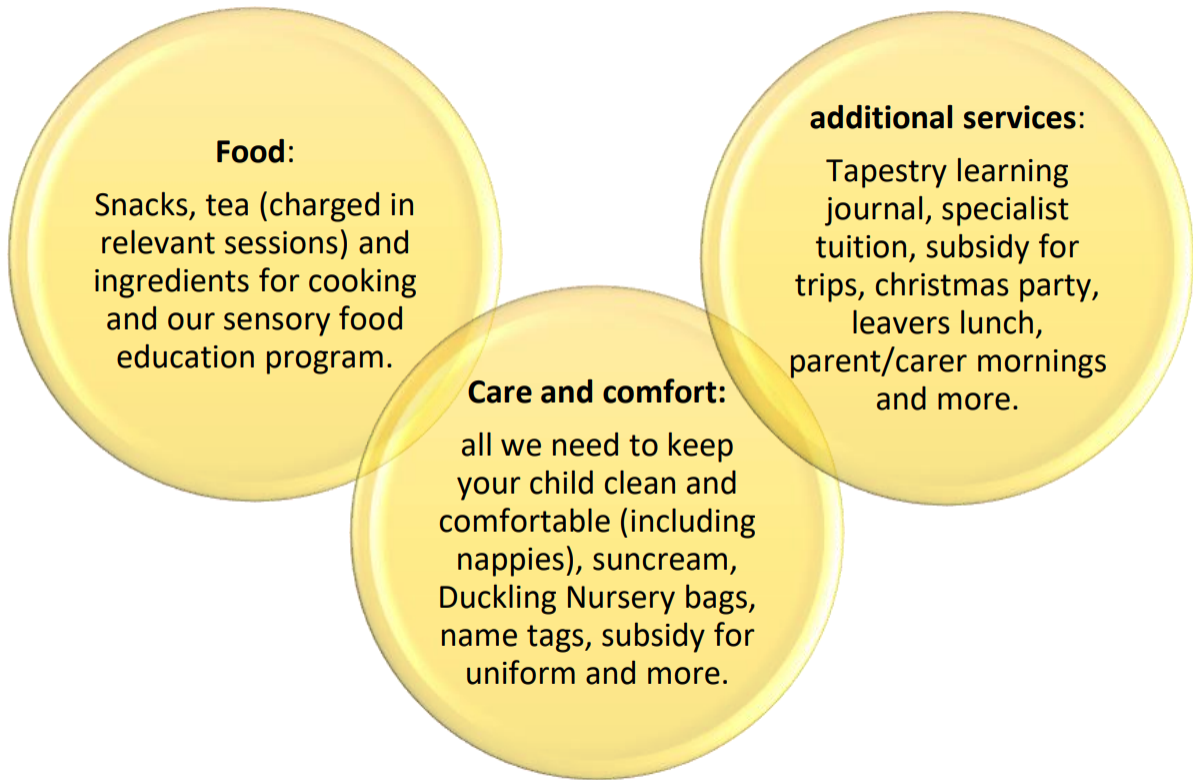
- Up to 15 hours of early education over 38 weeks of the year for 2 year olds.
- Up to 30 hours of early education over 38 weeks of the year for 3-4 year olds.
- Can be used flexibly with one or more childcare providers.
- This funding isn't intended to cover consumables so the duckling difference charge for these per session for 3 and 4 year olds only.
- The Childcare choices website details the eligibility criteria
- Eligible working families can get up to 30 hours childcare. This cannot be used in addition to the 15 hours available for all 3 and 4 year olds.
- A child can start in their childcare place the term after they are eligible and have received a valid eligibility code, whichever is later.
- Term start dates are 1st September, 1st January and 1st April.
- To keep your 15 or 30 hours childcare place parents need to check their details are up to date every 3 months.

15 Hours Childcare for 2 year-olds

- For families, receiving some additional forms of government support
- 15 hours of childcare or early education for 38 weeks (up to 570 hours per year), that can be used flexibly with one or more providers.
- To be able to take up 15 hours of early education for a two-year-old a parent must meet the eligibility criteria.
- Covers all the childcare costs so isn't subject to additional charges.

The Duckling Difference

We do all we can to provide your child with the best start possible at the Duckling Nursery. The government funding is intended to cover the cost to deliver 15 or 30 hours per week of funded high quality, flexible childcare. It is not intended to cover the cost of food, consumables, additional hours, or additional services. We ask for a small contribution per funded session to cover the following:



Paying for consumables is not a condition of parents taking up the offer of funded hours. We ask parents to speak to us and we can devise an alternative personalised agreement to suit their needs which could include providing own snacks, suncream etc. We ensure that all children receive the same high-quality care and education, whatever their circumstances. As we assess the impact of the new 2 year old funding.

Help with paying

Eligible parents can use tax-free childcare, childcare vouchers, tax credits for childcare and universal credit childcare. See the www.beststartinlife.gov.uk (this replaces childcare choices).