



Cringleford Crackerjacks

7.1 Admissions

We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

- The settings are widely advertised in places accessible to all sections of the community.
- Information about our settings is accessible, using plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Parents can register their interest in a place at one of our settings on our website.
- At Crackerjacks we recommend that children attend for a minimum of 3 sessions and up to a maximum of 10 sessions per week (excluding Lunch Sessions at Preschool and Breakfast Sessions at Nursery).
- If there are more requests for places than places available, we will admit children in the following order of priority:

Cringleford Crackerjacks Preschool (Dragonfly Lane)
1. Looked after children
2. Children already attending Cringleford Crackerjacks Preschool or Nursery
3. Children with siblings already attending Cringleford Crackerjacks Preschool or Nursery
4. Children who live in Cringleford, Keswick or Intwood with siblings attending Cringleford Primary School
5. Children who do not live in Cringleford, Keswick or Intwood with siblings attending Cringleford Primary School
6. Children who live in Cringleford, Keswick or Intwood
7. Children who do not live in Cringleford, Keswick or Intwood
*In the event of oversubscription within any of the above criteria, places will be offered in order of the children's chronological ages, starting with the eldest.

Cringleford Crackerjacks Nursery (The Jubilee Centre)
1. Looked after children
2. Children already attending Cringleford Crackerjacks Preschool or Nursery
3. Children with siblings already attending Cringleford Crackerjacks Preschool or Nursery
4. Children who live in Cringleford, Keswick or Intwood
5. Children who do not live in Cringleford, Keswick or Intwood
*In the event of oversubscription within any of the above criteria, places will be offered first to those signing a 48 week Contract Agreement and then in order of the children's chronological ages, starting with the eldest.

- We reserve the right to limit the number of places available for 2-year-olds
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission
- Our settings and practices are welcoming and make it clear that fathers, mothers, other relations and other carers, are all welcome
- Our settings and their practices operate in a way that encourages positive regard for and understanding of difference and ability – whether gender, family structure, class, background, religion, ethnicity or competence in spoken English
- Children with disabilities are supported to take full part in all activities within the settings and the settings make reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
- We monitor the needs and background of children joining our setting on the Registration Form to ensure that no accidental or unintentional discrimination is taking place
- We share and widely promote our Valuing Diversity and Promoting Equality Policy
- We consult with families about the opening times of our settings to ensure that we accommodate a broad range of families' needs
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the settings that provides stability for all the children
- Failure to comply with our terms and conditions may ultimately result in the provision of a place being withdrawn
- As part of the registration process, parents/carers will be required to provide personal information about the child and family that must be completed in full prior to the child starting.



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- We offer sessions for children from age 2.5 years at Cringleford Crackerjacks Preschool and from age 2 at Cringleford Crackerjacks Nursery. Term Time only contracts are available at both settings for 38 weeks of the year. At Cringleford Crackerjacks Nursery, 48-Week contracts are also available. We accept all forms of government funding and parents can check their eligibility at childcarechoices.co.uk. The funded hours can be claimed as follows (to the maximum available) -

Cringleford Crackerjacks Preschool (Dragonfly Lane)			
			Number of funded hours available
Monday	8.45 to 11.45 am	12.30 to 3.30 pm	6
Tuesday	8.45 to 11.45 am	12.30 to 3.30 pm	6
Wednesday	8.45 to 11.45 am	12.30 to 3.30 pm	6
Thursday	8.45 to 11.45 am	12.30 to 3.30 pm	6
Friday	8.45 to 11.45 am	12.30 to 3.30 pm	6

Cringleford Crackerjacks Nursery (Jubilee Centre)		
		Number of funded hours available
Monday	8.00 am to 6.00 pm	10
Tuesday	8.00 am to 6.00 pm	10
Wednesday	8.00 am to 6.00 pm	10
Thursday	8.00 am to 6.00 pm	10
Friday	8.00 am to 6.00 pm	10

- There are 30 fully funded places available at each setting. These sessions are available at the times shown above.
- Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE) and any local conditions in place at that time.
- As part of the registration process, parents will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.
- We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.
- We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours.
- Early Education is offered within the national parameters –
- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day
- To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.
- Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Manager.
- Our Complaints Policy is available on our website (8.03 Making a Complaint).

Children with SEND

- The managers must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made as soon as possible.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility



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in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.

- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, a manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

Safeguarding/child protection

If information is provided by the parents/carers that a child who is starting at the setting is currently, or was involved with social care, the designated safeguarding lead will contact the agency to seek further clarification.

All our policies are available to view on our website.

This policy was approved on	Date
Date to be reviewed	Date
Signed on behalf of the Committee	
Name of signatory	
Role of signatory	