

Admissions & Waiting List Policy

Introduction

Our admissions policy ensures that each setting operates as close to full occupancy as possible, in line with Ofsted registrations. We are committed to providing childcare services to families in our community, including day care, before and after school care, holiday club, and wraparound care. Admissions are open throughout the year, without reference to ability or aptitude, and are subject to availability.

Application Process

- Firstly, confirm sessions are available for your child's age group, based on when you want them to start. We have a waiting procedure for all of our rooms.
- Parents/guardians must complete a **Registration Form & Parental Agreement** to apply for a place.
- An **Administration Fee** of £25 is required when securing a place for your child. This entitles your child to our series of settling in visits and also applies to children placed on the waiting list.
- For children taking up a 2year government-funded, 15hrs Universal place or a funded only place without any additional services, the **Administration Fee is waived**. If you have secured a funded only place and will not be charged for any private hours then an administration fee will not be required and your child's funded hours will be utilised for settling in visits.
- For **Working Families Funded Entitlement** you will need to provide us with consent in writing to use your child's details and your address to check your eligibility for funding and EYPP. You must also provide the National Insurance number of all applying parents and their dates of birth. In order to do this we will ask you to complete our **Funding Parental Agreement**, which will be binding throughout your time with us.
- Submitting a **Registration Form does not guarantee a place**, as availability varies depending on session capacity. If we are unable to find you a place then we will refund your **Administration Fee**. However, if you do not take up a place that is offered then you will forfeit this payment.

Place Allocation

All children will enter a Waiting List system, until we have matched their request to our availability. Places are allocated based on the following priorities:

1. **Full-time and more full-day places** take precedence over part-time or less days places.
2. **Siblings of current children** have priority over new applicants.
3. **Children of staff members** are considered on the same basis as other applicants, with a cap on the number of employee-discounted spaces per setting.
4. **Fully funded places** are available and allocated fairly following our place allocation and waiting list procedures.
5. If more applications are received than available places, allocation is also based on the date of completed application and relevant fee payment.

Waiting List Criteria

All children remain on the waiting list until a place becomes available. When space is limited, fully funded places are allocated with the following priority order:

1. Looked After Children (LAC)
2. Vulnerable children
3. Children of staff members
4. Siblings of children in the above categories
5. All other children
6. Please note whilst we will try our best to accommodate your preference, there is no guarantee you will receive the days and session times you choose and may be offered alternative sessions as and when they become available.

Changes in Funding Eligibility

- If a family's eligibility for **Working Families 30 hours funding** changes, we will offer an alternative place based on the **Universal Entitlement**, if applicable and subject to availability.
- We aim to maintain continuity of care but have **limited space for certain sessions** based on working to optimum occupancy levels.

Grace Periods

If a family's eligibility changes, Grace Periods allow continued funding for a short time:

Date entered Grace Period	Funding Ends
January 1 – February 10	31 st March
February 11 – March 31	31 st August
April 1 – May 26	31 st August
May 27 – August 31	31 st December
September 1 – October 21	31 st December
October 22 – December 31	31 st March

For further information about the grace periods, please visit:

<https://www.gov.uk/government/publications/early-education-and-childcare--2/early-education-and-childcare-effective-from-1-april-2025#%22The%20grace%20period%22:~:text=authority%20complaints%20process,-,The%20grace%20period,-A1.22%20Where%20parents>

Complaints Procedure for Government-Funded Entitlement

If you believe your funded place has not been provided correctly:

1. Submit a written complaint to the **Administration team** for resolution.
2. If unresolved within four weeks, escalate to the **Senior Management Team** via email at info@giantleapchildcare.co.uk
3. If further action is required, contact your **Local Authority** for assistance.
4. **Ofsted does not handle funding complaints** it is solely interested in welfare, safeguarding, and the learning provision of the children.

Policy Review

This policy is reviewed annually.

Next Review Date: March 2027