



Wiggleberry Nursery – Admissions Policy and Procedure

At Wiggleberry Nursery we aim to ensure our admissions procedure is inclusive for all children and their families through open and fair procedures.

Wiggleberry Mexborough

The setting is open from 9am-4.30pm, term time only (38 weeks a year) Wiggleberry Nursery determines their funded weeks and endeavour to ensure they align with Doncaster Schools as much as reasonably possible. We offer the following sessions;

- Mornings 9:15am-12:15pm
- Afternoons 1pm-4pm
- Full day 9:15-4pm (Flexible sessions to align with 15hour and 30hour entitlement).

The setting care for children aged 2 to 5 years across one large room.

Flexible sessions

- Flexi sessions are offered where the setting can accommodate the session(s) safely and easily.
- Where the flexible arrangement is no longer able to be met by the setting the family will be offered first refusal place of a usual session.

Prospective customers

We encourage all prospective customers to visit the setting prior to submitting their child's admissions forms. Prospective customers can phone, email or message social media pages to book a 'look around appointment'. Appointments are booked for a mutually convenient date and time for the prospective customers and setting. 'Look arounds appointments' will be conducted with a Senior Practitioner, Deputy Manager or Nursery Manager. Appointments will consist of a setting tour, prospective customers receiving an information pack – including admission information and any questions.

Place allocation

We allocate places to children based on the availability of their chosen session and day. This includes ensuring Wiggleberry Nursery has the correct staff:child ratios as outlined in the 'Statutory framework for the early years foundation stage 2024'.

Where sessions reach their capacity, a waiting list will be operated. This will be based on a first come first served basis for the sessions and days required. It will be the responsibility of the Nursery Manager to ensure any waiting lists are kept up to date and that they ensure all children have a fair chance of accessing a nursery place. Once a space becomes available, the list will be worked down from oldest recorded place to newest recorded place and prospective customers will be offered sessions available. Where prospective customers take up the place, they will be removed from the list. If an offered session/day is declined, they will be asked if they wish to stay on the list to be offered another session in the future or if they no longer require the place. If a place is offered to a parent and



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the place is no longer required, the place will be offered to the next child of a relevant age who has requested the same days/sessions.

Admission process

Where a place is available and allocated prospective customers will have returned their 'Wiggleberry admissions form' and all other relevant documents within the information pack to the setting management team. This information will be reviewed by the Nursery Manager;

- If the place is to start within 4 weeks, the setting management team will contact the customers to arrange settling in visits for their child, usually at the start of the following term.
- If the place is to start over 4 weeks away, the forms will be placed in the 'New starter file' until 4 weeks prior to their start date, usually at the start of the next term.

The Nursery Manager will use this admission data to project and track their setting capacity and manage waiting lists.

We treat all parents and children as individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity. Our buildings are accessible to children and families with disabilities, and we continue to review how we are meeting this aim, adapting where possible and reasonable on the advice of professionals or parents.

Children from other settings

Where children are moving to Wiggleberry Nursery from another setting, with parental consent, we will contact the previous setting to discuss the child's overall health, wellbeing and development. This will support Wiggleberry Nursery to ensure the transition from one setting to another is as smooth as possible. Children accessing an Early Education Funded place will only be able to transfer from another setting until Headcount date, or after Headcount date only if permission is granted by DMBC.

Children with Special educational needs

Prior to admission parents/carers and professionals of the child must visit the setting for a 'look around appointment', this is to ensure that the setting is best placed to meet the child and family's needs.

Where it is agreed the setting is able to meet the needs of the children, prior to admission or settling in visits Wiggleberry Nursery will hold a Team around the Child (TAC) meeting, inviting parents/carers and any professionals involved with the child. During the TAC meeting the setting will either continue with an existing SEND support plan or begin to complete one. This will raise any actions by the child's family, professionals or setting prior to the child starting at the setting, this may include training, equipment, medical plans, setting arrangements, staffing, funding etc. Children with additional needs will not be able to attend the setting until all these requirements are met and it is deemed safe for them to attend.



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Children under Early Help or social care

Where children will be attending Wiggleberry Nursery and they have;

1) An Early Help worker

We will discuss this with the parents/carers to ascertain what support they are currently receiving. With parental/carer permission we will seek to contact the early help team to discuss our input. Where appropriate and necessary we will attend meetings and keep the Early Help worker informed.

2) A social worker or are a 'Looked After Child'

We will discuss this with the parents/carers to ascertain what support they are currently receiving. We will contact the social worker to discuss the family's case and attend meetings and keep the Social Worker informed.

Parental responsibility

In the event of parental separation, the nursery will always act in the best interests of the child. We will require the list of authorised persons able to collect the child be kept up to date at all times.

If a parent/carer is not on the list of authorised people to collect their child and they request to collect, the child's application form and/or a copy of the child's birth certificate will be checked to see if they have parental responsibility. In this instance, the Nursery Manager/DSL, Deputy Managers or Senior Practitioner will be consulted and based on photographic evidence on file or having met the parent previously, they will be able to confirm the identity of the parent. Contact will also be made with the listed and authorised parent on the application form to inform them of the situation, thus keeping both parties fully informed.

If there is ever doubt surrounding authorisation to collect, the person requesting to collect the child will be asked to wait outside the nursery gate whilst the Nursery Manager/DSL, the Deputy Managers or Senior Practitioner will further assess the child's application paperwork. In such difficult situations we can and must act within the law and recognise parental responsibility. We adhere to any legal court orders detailing access and/or custody of any child/children. Should it be required, the nursery may have to seek outside support from third parties such as the Police. The nursery will always treat each parent with parental responsibility equally and fairly in the interests of the child/children. We cannot and will not take sides but will remain impartial and professional at all times.



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Pricing Structure

The majority of childcare places at Wiggleberry Nursery are accessed through the Early Education funding scheme – either a 15 hour or a 30 hour funded place. We do offer a small number of paid for places – further details can be found in the Pricing Policy.