



Admissions Policy

Reviewed: April 2026

At Cherry Pie Day Nursery we care for children between the ages of 3 months and 5 years. We are open 07:30-18:00, Monday to Friday, 51 weeks of the year (closed between Christmas and New Year). We request a minimum booking of sessions per week either at school day or Full day times.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

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 and will also accept children from the below criteria (where possible):

- Looked after children.
- A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery.
- A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support.
- Children who have siblings who are already with us.
- Children whose parents live within the area.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability. We operate a waiting list and places are offered on an availability basis and may take the following into account:

- Siblings already attending the setting.
- Length of time on the waiting list.
- The capacity of the setting to meet the individual needs of the child.

Prior to a child attending the nursery, parents/carers must complete and sign a registration form and a copy of the nursery Terms and Conditions. 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. Upon registration we may also ask to see a copy of the child's birth certificate or passport for safeguarding purposes. We cannot restrict any parent from collecting their child from the setting unless we have legal documentation to state otherwise.

We require all children to have 2 allocated emergency contacts that are not their parents. These emergency contacts will only be contacted in the event of an emergency and all attempts have been made to contact parents/carer first. Emergency contacts must be available to collect the child from the nursery should any emergency occur where children need to be collect e.g: a fire, security risk or safeguarding risk to the child.

To secure a place at Cherry Pie day nursery, parents will be asked to pay a £200.00 deposit, deposits will be returned to parents on their last months invoice whit the nursery, and a registration fee of £50. If you are taking up a fully funded space (only accessing funded hours) with Cherry Pie Day Nursery no registration fee or deposit will be required to secure your child's place.

At Cherry Pie day Nursery we currently provide funded places for children; this is subject to availability. These places will be allocated on a first come, first served basis. Funding will begin the term after the child reaches 9 months old or their second or third birthday.

For each funded period a Parent Declaration Form will need to be completed/signed by a parent. This will be on or just after 1st September, 1st January and 1st April. The declaration form is your agreement relating to number of funded hours you will be accessing at Cherry Pie.

All children are eligible to claim 15hrs of funding from the term after their third birthday. The parent will receive 15hrs of funding over 51 weeks of the year.

The nursery will automatically send out information and forms to parents of eligible children. To attend using only 15 Hours stretched EYFE the nursery will offer (subject to availability) 3 x morning (8:30-12:00) or afternoon (12:30-16:00) session per week.

Working Parent Entitlement (WPE):

9 Month+ and 2 Year Old Working Parent Entitlement – parents will be able to claim 30 hours of funding from September 2025 over 51 weeks of the year. To claim this at Cherry Pie day nursery children would need to attend a minimum of 2 full days or school days a week and 6 hours EYFE per day will be allocated to your session fees

3&4 Year Old Working Parent Entitlement – parents are able to claim 30hrs of funding over 51 weeks of the year. To claim this through Cherry Pie day nursery children would need to attend a minimum of two full days a week per 6 hours per day will be allocated to your session fees.

Parents can choose to attend EYFE sessions only at no additional cost. These sessions are subject to availability and have session times of 08:00-12:00 or 12:00-16:00 x 5 day per week

For 3 &4 years old receiving 15 hours universal funding or 2 year olds receiving 15 hours Early Learning for 2 year olds, parents can choose to attend fully funded sessions only at no additional cost. These sessions are subject to availability and have session times of 08:30-12:00 or 12:30-16:00 x 3 day per week x 51 weeks per year

Parents will need to apply for working parent entitlement funding by visiting:

beststartinlife.gov.uk. Once the parent has received the eligibility code it is their responsibility to inform the nursery.

Parents will need to confirm their details every 3 months, or the funding will expire (you will receive email reminders from Childcare Choices), without an eligible code parents will not be able to receive the extended funding.

If parents fall out of eligibility for any reason, there will be a short grace period until the start of the following term; this allows parents time to fall back into eligibility and apply for a new code. Again, it is the parents' responsibility to inform Cherry Pie day Nursery of the new code.

Cherry Pie day nursery will not be able to claim the working parent entitlement for anyone that wishes to start at the setting whilst they are in the grace period.

For parents that are no longer eligible for the working parent entitlement or do not provide nursery with an updated code, the funded hours will cease (for 9month+ and 2yr olds) or revert back to the 15hrs (for 3&4yr olds) at the end of the grace period (at the start of the next term).

For information on our fees please see our Fees page at <https://www.cherrypiedaynursery.co.uk/fees/>

For further information regarding Government funding and Early Years free entitlement sessions please contact the nursery manager for more information and guidance.