



3.1 Admissions Policy

For Standard Spaces

Film Families and Community Users

Section 1: Children & Families			
Initial Policy Approved By:	The WonderWorks RSP Ltd	Version Number:	2
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Review Details:		
Date	Reviewed by:	Comments (list changes and refer to page if applicable)

Policy Statement

The WonderWorks (the company) aims to ensure that all families can apply for a place at our Leavesden nursery setting (the nursery) through an open, fair, and clearly communicated admissions policy.

This includes on-site production staff, permanent staff of both WBSL and Warner Media, as well tenants of the 'WB Leavesden Park' business complex, members of the Production Guild and families who live local to the nursery and wish to use us.

Allocation principal

This document is focused on the core service designed for parents working within WBSL, Warner Media, tenants of WB Leavesden Park, members of The Production Guild and local community families as follows:

Standard Full Day Service: 10 hours, 8am-6pm

Standard Half Day Service: 5 hours, 8am-1pm OR 1pm-6pm

Standard Spaces are designed for families looking for long term places, where childcare need is highly likely to remain consistent. The standard spaces are billed monthly in advance, are not refundable and can only be changed with prior notice and if requested in writing to the nursery team. Making short notice changes to sessions is possible but only at the discretion of the Manager and always subject to numbers of children attending and the availability of staffing in the nursery.

Minimum attendance

To allow children the chance to build strong relationships, feel safe and settled and to enjoy their time in nursery we do require attendance of at least three sessions per week. This can be taken as one full day plus a half day OR three half days. We believe that attending just one day per week is not supportive of a young child's wellbeing and development.

Admissions information - Parents

Parents/carers/legal guardians wishing to enrol in the nursery's day service should apply directly to The WonderWorks. A timeline and simple overview our application and admissions process is provided in APPENDIX 1.

To ensure eligibility and fairness the following policy applies:

- Individual parents and carers are asked to make an initial enquiry by using the online enquiry form via our website or by emailing leavesden@thewonderworks.co.uk. We will acknowledge receipt within 5 working days. At this stage we will provide information about the nursery via e-mail, our website or by telephone.
- If parents/carers or legal guardians wish to enquire about availability and reserve a space they will be sent a copy of our registration form, which should be completed and returned either electronically or via post. This includes provision of the child's details, contact information, specialist requirements and number of sessions required. This cannot be submitted earlier than 9 months BEFORE the child is due to start. If a child's start date needs to be deferred after the Registration form has been submitted this can be done by putting the new start date in writing to the Nursery Manager. Any changes after registration are subject to availability.
- A waiting list will be held of places required by families and places will be allocated in line with our Waiting list procedure, mentioned later in this policy.

- Availability of spaces will be looked at in consideration of our staff/child ratios, the age of the child and our Ofsted registration requirements.
- Customers wishing to purchase extra hours on an ad hoc basis, which fall outside of our standard hours may be able to do so, subject to availability and mutual agreement with the nursery.
- The nursery is a full year nursery - we do not offer term time only places. If parents do not want to use the setting during the school holidays, the child's space will be protected when they don't attend, but our full charges will apply whether the child attends or not.
- Parents/carers or legal guardians of children aged 3-4 years using this service are entitled to claim 11 hours of government childcare hours per week (known as the universal 15 hours childcare offer). Those with children aged 3-4 years, using this service who earn more than the UK minimum/living wage for 16 weeks per year, may be able to claim up to 22 hours of government childcare hours per week (known as the 30-hour extended offer) however:
 - Some additional weekly charges will be applied to meet costs such as food and other extras.
 - Parents must sign a funding form held at the nursery to claim these hours.
 - Parents must provide any applicable funding codes to the nursery for the nursery to claim these 'free' hours back.
- Some parents/carers or legal guardians may also be eligible for the Tax-Free Childcare scheme, which entitles them to reclaim 20% of their childcare costs, up to a maximum of £500 every three months. You cannot get Tax-Free Childcare at the same time as claiming Working Tax Credit, Child Tax Credit, Universal Credit or childcare vouchers.
- Those wishing for a full-time position (full-days mon-fri) may be offered a part-time place if that is all that is available at that time - they will be prioritised in the event additional full-time spaces do subsequently open.
- The company aims to provide the best care to all children, including children with additional needs. It may, however, be necessary to assess, review or alter placements to ensure the needs of all children are met and the nursery team has the capacity to meet these needs.
- The setting checks the child's birth certificate or passport for verification of identity.
- A non-refundable application fee of £35 and deposit of half of one-month's usage are required to secure a child's place within the nursery.

- Once a session has been confirmed the customer will be invoiced for this on the 1st day of each month. Fees are requested to be paid in advance for the month ahead, we do accept childcare vouchers from a range of providers.
- The company requires One month's written notice to terminate any place, as set out in the parent contract / terms and conditions.
- When a start date has been confirmed in writing we will contact parents and commence settling in procedures.
- Access to nursery services is strictly limited to the terms set out in this Admissions Policy. You are required to inform us of any change in circumstances which may affect your eligibility for a nursery place.

Waiting lists

Where the nursery is unable to confirm a vacant place at the initial enquiry stage parents will be offered to join a waiting list. This is reviewed regularly, at least once a month and then spaces are allocated based on the following priority order:
Priority LIST A

1. WBSL Film Production Families- productions who have signed up with The WonderWorks (see separate admissions policy)
2. WBSP Film Families- those who work at WBSL
3. Warner Brother tenants based at Leavesden Park
4. Members of the Production Guild and other Film and TV families
5. Local Leavesden Families- no association with the film or TV industry

And then, if necessary, we will allocate places in the following priority:

Category LIST B

- a) First come first served- We will consider applications based in date order, based on the date we receive the completed enquiry form. So, for example someone applies on the 1st of June, will come before someone who applies on the 1st of July.
- b) 'Best Fit' to the sessions the nursery has currently available for example if someone wants a Monday and Friday and these days become available- the family who is the closest match will be offered the place first.
- c) Age- Priority will be given age down. So, for example 2 children want the same session, the PRIORITY LIST A will be applied first. Followed by PRIORITY LIST B

Whilst families sit on our waiting list we will endeavour to remain in contact and share information about a family's position on the waiting list; however, we ask parents to check in with the nursery if they are looking for a more regular update. We cannot guarantee or make any promises that a child on our waiting list will get a place at The WonderWorks.

Useful Contacts

General Enquiries, Leavesden Nursery - leavesden@thewonderworks.co.uk

Appendix 1

Timeline for registering and starting a place at The WonderWorks

