



## ADMISSIONS POLICY

Last reviewed:	July 2025
Next review due:	July 2026

We are an Ofsted registered early years provider and are legally bound to meet the requirements of the Ofsted regulations and the Early Years Foundation Stage (EYFS).

A child can be enrolled at any point in the year as and when spaces become available. We offer a ratio of 1:4 at all times. This is in line with EYFS ratio requirements.

Due to high demand for places, parents wishing their child to attend our nursery setting must first express an interest via our website ([www.thelittlefireflyforestschool.co.uk](http://www.thelittlefireflyforestschool.co.uk)) and pay the £10 waiting list deposit. This deposit is non-refundable (except in the case where families are applying for funded places only) and is just to secure a place on our waiting list. It does not guarantee a place at the nursery.

We will manage our availability and will offer places based on our criteria below via email. If a child is offered a place parents must confirm acceptance by the date stipulated by us. Otherwise, we reserve the right to offer the place to the next eligible family. Once the place has been accepted, we must receive the completed enrolment form and full payment for the enrolment fee and deposit within one week, otherwise the place is not secured. We will endeavour to inform parents by email at least four weeks before admission but on occasion, it may be less.

Families are required to commit to 1 day per week, at the setting.

### Admissions Criteria

#### Category A

A child who is currently enrolled with us and would like to increase the number of days of attendance.

#### Category B

A child who at the time of application has a brother or sister (including children living as siblings within the same family unit) attending the nursery.

### Category C

All remaining places will be allocated as they become available to families on the waiting list in the following order:

1. By start date
2. By order of the date that the waiting list was joined
3. By the age of the child
4. By how many sessions the family requires

Please note: We reserve to withdraw any offer of a place at nursery at any time.

### **Fees (as of Autumn term 2025)**

<b>Setting</b>	<b>Age of child</b>	<b>Daily fee</b>	<b>Note</b>
Upton	2 years	£80	In place until the beginning of the term after their 3rd birthday
Upton	3 and 4 years Reception age	£70	In place until the child is offered a school place
Kingston Blount	2 years	£78	In place until the beginning of the term after their 3rd birthday
Kingston Blount	3 and 4 years Reception age	£68	In place until the child is offered a school place

### **Do you offer funded places?**

We are able to accept both 15 and 30 hour funding.

We offer a stretched offer over 45 weeks. This equates to 12.5 hours per week plus 2.5 residual hours per term to be taken by arrangement, where possible. We are open 46 weeks a year, therefore one week is unfunded.

The Little Firefly Forest School charges for additional services (primarily for the provision of forest school, high ratios and other activities) that are beyond the standard day-care nursery provision. We want to be as transparent as possible about our financial model so you can understand what makes our school special.

As an Ofsted registered Early Years setting we receive core funding from the government. However, this funding alone does not cover the full cost of the exceptional educational experience and high-quality care we are committed to providing.

The additional charges you see in our fee structure are essential. They directly support the elements that set our school apart, such as: an enriched curriculum, significantly higher ratios, small group sizes and highly qualified and experienced practitioners.

The charges for this, as of August 2025, are:

<b>When using 2 year funding (15 hours)</b>		
Days of attendance (where 12.5 funded hours are used per week)	Charge for additional services and sessions not covered by funded hours (total per week)	
Setting location:	<b>Kingston Blount</b>	<b>Upton</b>
1 day per week	£14	£11
2 days per week	£56	£52
3 days per week	£134	£132

<b>When using 3-4 year funding (15 hours)</b>		
Days of attendance (where 12.5 funded hours are used per week)	Charge for additional services and sessions not covered by funded hours (total per week)	
Setting location:	<b>Kingston Blount</b>	<b>Upton</b>
1 day per week	£24	£23
2 days per week	£67	£67
3 days per week	£135	£137

### **‘Stand Alone’ Offer**

We operate for 46 weeks a year and offer the stretched model of 45 weeks a year plus one week additionally which is not part of the offer for government funded hours.

### **Eligibility for funded hours**

<b>Entitlement</b>	<b>Child's age</b>	<b>Eligibility</b>	<b>What you can receive at The Little Firefly</b>	<b>How to apply</b>
Working parents entitlement	From the term after they turn 9 months until they start	Read more on eligibility for the <a href="#">working parent entitlement</a> .	Stretched offer over 45 weeks, utilising as many hours as you	You apply online on <a href="#">GOV.UK</a> . You will need to

	school		wish (up to 30 hours)	send us your code?
For parents of 2-year-olds receiving some additional forms of support	From the term after they turn 2 years old  Read more for <a href="#">eligibility on this entitlement</a>	15 hours per week over 38 weeks of the year.  If you are working, you may also be eligible for an additional 15 hours under the <a href="#">working parent entitlement</a> .	Stretched offer over 45 weeks of 12.5 funded hours per week	Contact us or the local council to apply for this scheme.
Universal entitlement for all 3 and 4-year-olds	From the term after they turn 3 years old through to starting school	<b>All</b> 3 and 4 year olds are eligible	15 hours per week over 38 weeks of the Year.  Can be combined with the working parents entitlement to make up 30 hours.	We offer a limited number of funded places.  Email us about our availability to offer you a place.  Where possible, we will offer additional sessions to make up any residual hours remaining.

### **Do you accept childcare vouchers?**

Yes, we are able to accept payment in the form of childcare vouchers.

### **Can I swap my child's days?**

If you wish to formally request your child swaps day permanently, please put your request in writing to the nursery owner. This may be allocated if there is space at the setting.

### **Can I request additional ad hoc days for my child?**

Yes. You will need to email [info@thelittlefireflyforestschool.co.uk](mailto:info@thelittlefireflyforestschool.co.uk) with your request giving at least one week's notice. If we have availability, then we will confirm over email and add the additional cost to your next invoice. Sadly, we cannot accommodate late requests and cannot guarantee we will be able to accommodate your request.

### **What is your notice period?**

Once you have accepted a place for your child, then you will be subject to our terms of notice which are outlined in our terms and conditions.

### **Parental Conduct**

We understand the importance of building good relationships with all families within The Little Firefly community and this is something we pride ourselves on but this relationship will always work in both directions. With this in mind, we ask that all parents (including prospective parents) are asked to communicate with all members of The Little Firefly staff in a respectful, courteous and polite manner; a manner in which they themselves would wish to be addressed. This applies to all forms of communication with our staff including face-to-face, email and telephone conversations. Aggressive behaviour towards any of our staff in any way, will not be tolerated and may result in the withdrawal of your child's place and/or removal from our waiting lists.

Policies, procedures and risk assessments referred to in this document:

- Terms and conditions

External references:

- [15 and 30 hours - frequently asked questions | Childcare Choices](#)

<b>Staff member</b>	<b>Signed</b>	<b>Date (month/year)</b>
<b>Georgina Adams</b>		
<b>Lindsey Goswell</b>		
<b>Alison Johnson</b>		
<b>Katharine King</b>		
<b>Valerie Partington</b>		
<b>Tamzin Plummer</b>		
<b>Annaliese Quinn</b>		
<b>Christina Vaughan</b>		
<b>Alasdair Wilcox</b>		
<b>Claire Morgan</b>		
<b>Sacha Jones</b>		
<b>New staff member, please add your name to the table</b>		