



Sheffield Hallam University Nursery

Collegiate Site

Admission Policy

To be a sustainable service for the University it is important for us to consider how we charge for and allocate sessions to maximise occupancy as well as carefully considering how we manage government funded sessions.

To include all children and to provide the best possible care, we collect information about each child prior to allocating a space. Before a child can attend the nursery, parents or carers complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, dietary requirements, collection arrangements, fees and sessions, contact details for parents/carers, contact details for doctors and health visitors. We also collect information to tell us if we need to make any special arrangements for children before he or she can be admitted, for example special diet or medical plan.

Sheffield Hallam University Nursery is registered for 72 children including up to 12 children aged under two years. We take children from six months.

When offering a place in the nursery we take into consideration the following:

- Whether parents are working at or students at Sheffield Hallam University
- When the application is received, consideration is given to those who have been on the waiting list the longest.
- Looked After Children (children in public care and as deemed under Section of the Children Act 1989).
- A child requiring a full-time place may have preference over one requiring a part time place - this is dependent upon occupancy and room availability.
- Children who have siblings who already attend our nursery.
- Children already attending on a fee-paying contract will be given priority over funded hours.

Please note FEL only hours are offered but these places are limited and reviewed regularly.



Contract types

At Sheffield Hallam University we have a 47-week term time contract available and a FEL only contract of 38 weeks. FEL only contracts are limited to 5% of total places.

Extra sessions

Extra sessions can be booked outside of contracted weeks. Information is sent out about sessions outside of the contracted weeks in advance and will be invoiced separately at the end of each term.

Registration Fee and Deposit

A registration fee will be charged to cover administration and settling sessions for your child other than for FEL only contracts.

A deposit is charged and is returnable on the first invoice other than for FEL only contracts.

Funded hours

The nursery has put together a funding information pack to try to make early years funding clearer to our parents and carers and is available on request from the nursery office.

Free Early Learning (FEL)

Eligible working parents can access funded hours from the term after their child is 9 months old.

Government funding for eligible non-working parents is available from the term after their child turns 2-years old.

Please check your options on <https://www.childcarechoices.gov.uk/>

Sessions can be changed on a termly basis as per our terms and conditions.

FEL can be claimed over 38-week term dates as laid out in our nursery calendar.

Weeks outside of the 38 funded weeks will be charged at the daily rate.

Extended Free Entitlement (EFE)

The government provides additional 15 hrs of funding for funding 3-4 year olds.

EFE can be claimed over 38-week term dates as laid out in our nursery calendar.

Weeks outside of the 38 funded weeks will be charged at the daily rate.

Working Parents Entitlement

Children aged 9 months to 2 years old currently receiving 15 hours of free childcare per week for 38 weeks of the year, will be eligible for 30 hours per week from September 2025.



Please see <https://www.childcarechoices.gov.uk/>

Children born between:	Funding year runs from:	Terms included in funding year:
1 January and 31 March	1 April to following 31 March	Summer, Autumn, Spring
1 April and 31 August	1 September to following 31 August	Autumn, Spring, Summer
1 September - 31 December	1 January to following 31 December	Spring, Summer, Autumn

If you think you meet the criteria you should **apply through HMRC** and provide SHU nursery with your eligibility code as soon as possible.

How we manage child absence in the nursery

At Sheffield Hallam University Nursery we manage all child absence in line with guidance from the Local Authority funding conditions.

If a child is absent from nursery or if they are not accessing their agreed hours the following steps will be taken:

- First day of absence: if a parent has not contacted nursery with a reason for absence, we will attempt to contact the parent to establish a reason.
- Three consecutive sessions or one week's absence: If three consecutive sessions or one-week elapses with no contact from the family, the nursery will contact the child's Health visitor to share this concern. If the child has a named Social Worker, the Social Worker should be contacted as a matter of urgency, this also applies to any other support service that are involved with the family. The nursery will also at this stage follow the Local Authority's Code of Practice for FEL funding.

What is and isn't included in our nursery fee and funded hours

Government funding is intended to cover the cost of free, high-quality childcare at point of delivery. It is not intended to cover the costs of certain consumables such as food, nappies, additional hours or additional services. Any charges are optional, but we ask that you accept charges for consumables to ensure that our high-quality provision can continue. Please see our FEL Charges Policy.

Additional activities, celebrations and trips will be charged on an ad-hoc basis and run subject to staffing and uptake.

Parents to provide:

Packed lunch

Snack, including non-dairy milk from September 2025



Nappies, cream, wipes and nappy sacks



This policy was adopted on	Signed on behalf of the nursery	Date for review
27/7/21	C.E.Carroll	August 2025