

Sheffield Hallam University Nursery

FEL Admissions Policy Meadows nursery

Meadows Nursery is open 38 weeks per year between 9am and 3:30pm. We primarily provide early education for two-year-olds.

Early Education Funding

You may be eligible for funded early learning if you claim certain benefits.

Please see <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds-claim-benefits>

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

Working Parent Entitlement

We welcome children in receipt of Universal entitlement (15 hours). Full details of these schemes and eligibility visit <https://www.childcarechoices.gov.uk/>

Working parents and fee paying parents places are limited to 5 places per year.

Sessions

Room 1 we offer half day sessions 9-12pm and 12:30-3:30pm

Room 2 we offer whole day sessions 9-3:30pm

Priority order will be given to:

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

- When the application is received, consideration is given to those who have been on the waiting list the longest
- Residents of Shirecliffe and local area
- Children who have siblings who already attend our nursery
- Looked After Children (children in public care and as deemed under Section of the Children Act 1989).
- Children in receipt of Early Years Pupil Premium, Disability Access Funding or Education and Health Care Plan subject to safe and effective provision for all children.

Parent declaration for early education funded places

Working parents must reconfirm eligibility every term and provide us with your eligibility code to enable us to claim all early education funding your child is entitled to.

Return information to Ria Buczynski r.buczynski@shu.ac.uk to secure your child's funded place for the following term.

Information you provide on this form will also enable us to access any additional funding that your child may be eligible for, such as Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF).

Registering your place

To apply for a place at Sheffield Hallam University nursery, you must complete and return your application form to the nursery office.

You must provide original copies of documentation to confirm that your child has reached the eligible age for all early education funded places. For example, birth certificate or passport.

Our Administration team will retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations.

You must indicate on your application form the pattern of attendance you would prefer.

Waiting list

If there are not enough places available for all applicants, we will allocate places in the following priority order:

- When the application is received, consideration is given to those who have been on the waiting list the longest
- Residents of Shirecliffe and local area
- Children who have siblings who already attend our nursery
- Looked After Children (children in public care and as deemed under Section of the Children Act 1989).
- Children in receipt of Early Years Pupil Premium, Disability Access Funding or Education and Health Care Plan subject to safe and effective provision for all children.

The waiting list will be maintained by Sadie Broadhead and reviewed on a termly basis.

Shared Care

Where we are unable to offer you a place for all your entitled funded hours you may wish to share your early education funding with another local provider.

Please advise us with other providers contact details for the purposes of sharing information on your child's development and satisfying statutory FEL regulations.

Registration Fee and Deposit

No registration or deposit is required to access a funded place.

A registration fee and deposit are payable to secure a place for hours outside of funded entitlement.

Notice periods

Parents are required to give a 4 week notice period for any funded (6 weeks' notice for paid hours) when deciding to withdraw their child from the setting and will be invoiced for this period in the usual way.

Additional charges

Please see FEL Charges Policy for options.

Invoices

We will ensure that invoices and receipts are clear, transparent, and itemised, allowing parents to see that they have received their funded entitlement completely free of charge and understand fees paid for additional services and hours.

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint in the first instance, with Esther Jones, Natalie Charlesworth or Rachael Hinchcliff, Deputy Childcare Services Managers, using the normal complaints procedure.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>1/9/24</i>	<i>C.E.Carroll</i>	<i>March 2026</i>