



PLAY PALS
Childcare Limited

Admissions Policy

December 2025

Admissions Policy

Statement of Intent and Aim of Policy

At PlayPals Childcare Ltd we are committed to providing a fair and open admission system that offers a competitively priced and excellent value service. We promote the use of childcare vouchers and are registered with a variety of different childcare voucher companies.

Procedure

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 our Nurseries and Wrap Around Provisions.

It is our intention to make our settings accessible to children and families from all of the local community. In order to accomplish this, we do the following:

- Make our equal opportunities policy widely known.
- Ensure that the existence of our settings are widely known in all local communities.
- Describe our settings and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and carers, including childminders and people from all cultural, ethnic, religious and social group, with or without disabilities.
- Support the gender and ethnic background of children joining to ensure that no indirect discrimination is taking place.
- Continue to work in partnership with parents to ensure that our settings continue to meet the changing needs of the local community.

When a parent/carer contacts the setting enquiring about a place for their child, they will be given all the relevant information they require including details of the admissions and fees policy, and informed of whether there is currently a suitable place available for their child.

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 settings availability.

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.

Prior to a child attending PlayPals, parents must complete and sign a contract and agree to our terms and conditions. These forms provide the setting 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. A month's fees are payable in advance to secure a place at PlayPals Nursery and all fees in advance at our wrap around provisions. These will be logged onto a parent account on our app.

Providers eligible to provide government funded places for early education

All Nursery settings registered to accept government funding (detailed in the code of practice) must offer funded places for 9 months to five-year-olds for early learning sessions specified by the local authority. At Play Pals Childcare Ltd, we are able to provide funded places available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for admissions for the funded nursery education we have a termly intake, beginning the term following your child's birthday.

All funded sessions are now in line with the flexible arrangement as specified by the Government.

When you register your child for their funded place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.

Admissions- Per Setting

3-5 Years Play Pals St Johns C. of E. Primary School, Abram and 3-5 Years Play Pals St Peter's C. of E. Primary School, Hindley

Play Pals operates an inclusive and welcoming open-door policy for its 3-4 term-time only setting, encouraging prospective parents and carers to visit the setting and meet the team at their convenience. To enrol a child, parents/carers are required to complete a registration of interest form and receive a comprehensive welcome pack. This process helps the setting manage occupancy effectively to meet individual childcare needs. Detailed session breakdowns are provided in the welcome pack and are also accessible via the Play Pals website (www.playpalschildcareltd.org.uk). The setting operates from 7:30 am to 6:00 pm, offering flexibility through both 15 and 30-hour funded places. Additionally, parents/carers have the option to top up their funded hours to accommodate their specific childcare requirements, ensuring a tailored and supportive childcare

experience. Meals and Snacks are charged separately although parents/carers can opt to send in lunch/snack at no cost.

Play Pals 0-2 Nursery and Play Pals 2-5 Years Nursery

At Play Pals within Hindley Green, we offer full-year childcare provision for children from 9 months old, operating across 51 weeks annually with a brief closure of one week in December. Our admissions criteria prioritise providing accessible, high-quality early years education and care to families within the local community. We offer funded places as part of our commitment to supporting children's early development, with funding and pricing inclusive of all meals to ensure a seamless and transparent experience for parents. Admissions are managed to balance demand with our capacity, ensuring each child receives personalised care in a safe, nurturing environment. We welcome enquiries from families seeking consistent, year-round childcare that supports both children's learning and parents' work-life balance. To enrol a child, parents/carers are required to complete a registration of interest form and receive a comprehensive welcome pack. This process helps the setting manage occupancy effectively to meet individual childcare needs. Detailed session breakdowns are provided in the welcome pack and are also accessible via the Play Pals website (www.playpalschildcareltd.org.uk). The setting operates from 7:30 am to 6:00 pm, offering flexibility through both 15 and 30-hour funded places. Additionally, parents/carers have the option to top up their funded hours to accommodate their specific childcare requirements, ensuring a tailored and supportive childcare experience.

Terms and Conditions- All sites

- All fees are payable monthly, in advance of child attendance. Play Pals reserves the right to suspend non funded places in the event of non-payment.
- Parents/Carers must provide their 30-hour eligibility code to the setting if accessing 30 hours funded place.
- Parents/Carers must re confirm their funding eligibility through www.gov.uk every 3 months in order to receive continued funding.
- If the Local Authority refuse to pay funding because a parent/carer is no longer eligible for 15/30 hour funding, the parent/carer is liable and the setting will reclaim this from parent/carer.
- If the Local Authority refuse to pay funding because a parent/carer has overclaimed, the parent/care is liable, and the setting will reclaim this funding from the parent/carer.

This policy was updated and approved by the Directors in December 2025.

Signed: *Tonianne Hewitt* Director
Signed: *Christopher Ellison* Director
Signed: *Mark Doyle* Director
Signed: *Sue Elliot* Director