



Admissions & Transitions Policy



The
Little Green Frog
Nursery & Pre-School

The Little Green Frog Nursery and Pre School is registered for 58 children.

Of these, not more than 38 may be under 3 years, and of these, not more than 18 may be under two years.

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 the nursery.

The nursery uses the following admission criteria, which is applied in the following order of priority:

- Looked after children
- A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
- A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
- Children who have siblings who are already with us
- Children whose parents live within the area.

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 room availability. We operate a waiting list and places are offered on an availability basis.

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 nursery, parents must 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, 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.

Free Early Educational Entitlement (FEEE) available through Leeds City Council.

The Little Green Frog Nursery and Pre School claims FEEE entitlement and additional FEEE entitlement from Leeds City Council for eligible children.





Families are able to access completely free early years education and care for a maximum of 1140 hours a year

The Grant Funding Agreement from Leeds City Council states that: “Government funding is intended to cover the cost to deliver up to 30 hours a week, during term times, of free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services.



Nursery care and education is offered flexibly (subject to availability, minimum of two days a week) 8am – 6pm, 52 weeks of the year. (see FEEE parent declaration form.)

Consumables and extras charges apply unless the family is in receipt of specific benefits (see FEEE parent declaration form).

Your family can opt out of the consumables and extras charges when accessing the FEEE entitlement.



All funded sessions comply with the flexible arrangement as specified by the Government and Leeds City council Provider Agreement. 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. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.



Starting nursery, acclimatisation and settling in visits.

We recommend that children attend for a minimum of two acclimatisation visits to the nursery.

During the first acclimatisation the parent(s) or carers will spend time with the child’s key worker (care bear) and discuss the needs of the child, their routines at home, any other languages spoken etc. The Care bear will complete the child entry record and all relevant communications and share with members of the nursery team as appropriate.

We recognise the settling in to nursery is an individual process, different for each child and family. To support children, families and the staff team we have prepared detailed guides (“Settling a child into nursery: a guide for families” and “Settling a child into nursery: a how to guide”.) Copies of this are shared with families, please ask if you have not already been given this information.

Children with additional needs will have the same acclimatisation process, with other agency support being made available as needed.



Transitions within the nursery

Children usually move from raindrops to Sunbeams room when they are 30 months old. Families are included in this process and their input is valued.

We recognise that all children are individuals and the transition process will vary in time according to their needs.

We have a flexible approach that allows for individual differences and this process is described in documents for families and the staff team. (“How to support your care bear to move from raindrops to Sunbeams room – a guide for the staff team” and “When your child moves from Raindrops to Sunbeams room – a guide for families”). These documents are shared as needed.





Transitions to school

Leeds City Council usually confirms school place to families at the end of the spring term/ beginning of the summer term before the child is due to start reception class in the autumn.

The Little Green Frog Nursery and Pre School maintains links with all Otley schools in a variety of ways throughout the year.

During the summer term reception class teachers are invited to visit the children at nursery.

Nursery staff will complete an end of nursery report for children leaving to go to reception class. This report is shared with families and a copy will be sent to the relevant teachers before the end of term.

For vulnerable children and child protection cases information will be handed to the new setting prior to the child starting.

Information regarding SEND will be shared with the new school, if appropriate this will include a face to face meeting and families will be invited to take part in this process.

Transitions to other early years settings

Families should share details of the new setting with us so that we may pass on reports such as SEND information, tracking and safeguarding information.

