



Admissions & Waiting List Policy

Introduction

Our admissions policy ensures that My Sunshine operates as close to full capacity as possible (in line with Ofsted registrations). We are committed to providing childcare services to families in our local community. Admissions are open throughout the year, without reference to ability or aptitude and are always subject to availability.

Application Process

- Parents/guardians must complete an online **Registration Form & My Sunshine Parental Agreement (includes T&C's)** to apply for a nursery place. A registration link to our website can be provided.
- My Sunshine will then confirm whether there is an available place for the attendance pattern that you require or whether your child will be placed onto the nursery waiting list.
- A **Registration Fee** is required at the time of your application. This covers our administration related costs. This fee also entitles your child to a series of settling-in sessions close to your attendance start date. This fee is non-refundable once a nursery place has been made available. This registration fee also applies to those children placed on our nursery waiting list. The fee will be refundable if we cannot offer your child a place at My Sunshine.
- For children taking up Government funded-only places ie. without any additional hours or nursery services, the **Registration Fee is waived**. However, a refundable deposit may be required. This deposit will be refunded in line with Local Authority guidelines or within two weeks of leaving the setting, provided there are no outstanding fees.
- For **Working Families Funded Places** you will need to provide us with consent in writing to use your child's details and your address to check your eligibility for funding and EYPP. You must also provide the National Insurance number of all applying parents as well as their dates of birth.

NOTE TO PARENTS: From the Spring Term 2026, we will introduce a fully automated service for providing all your personal details required to meet the AFC Richmond's funding information.

- Submitting a **Registration Form does not guarantee a place**, as availability varies depending on sessions required and our overall capacity.



Place Allocation

All children wanting a nursery place will initially be placed onto our nursery waiting list system, until we have matched their attendance request to our nursery availability. All nursery places are allocated to children based on the following priorities:

1. **Full-time attendance comprising of a minimum of 2 full days or more attendance** will take precedence over part-time nursery places.
2. **Siblings of current nursery children** have priority over new nursery applicants.
3. **Children of My Sunshine staff members** are considered on the same basis as other applicants, with a cap on the number of employee-discounted spaces available.
4. **Funded-Only places** are available and are allocated fairly following our place allocation and waiting list procedures.

NOTE: In the event a funded-only place is not available for your child at My Sunshine, you will be directed back to AFC Richmond who will support you in finding another nursery setting that can offer you the available hours that you require.

5. In the event that more applications are received than we have available places, allocation will be based on the date of completed application and the relevant registration fee payment.

Waiting List Criteria

All children will remain on the nursery waiting list until a place becomes available. When nursery space is limited, **funded-only places** are then allocated with the following priority order:

1. Looked After Children (LAC)
2. Vulnerable children
3. Children with Special Educational Needs and Disabilities (SEND)
4. Siblings of children in the above categories
5. Children of staff members
6. All other children

Funded Childcare & Education Offer

The government funding is intended to provide up to 30 hours of **funded, high-quality childcare** per week.

Next Review Date: September 2026



NOTE: Funded hours is not intended to cover other related costs – such as for meals, consumables, additional hours, or extra activities / services.

- My Sunshine offers funded hours on an **enhanced, stretched basis over 51 weeks of the year that we are open.**
- My Sunshine does not offer 38 week term-time only places – funded hours
- Parents accepted for **the 15 or 30** funded only hours (stretched over 51 weeks), can choose to opt out of meals, consumables, activities and other services subject to nursery space availability.
- Where nursery places that are accessed just for funded-only hours, we plan this attendance around our availability and our staffing levels - typically across a Monday, Friday and Tuesday morning sessions. Whilst you may express an attendance preference, we cannot guarantee you will receive those days.
- Additional services such as **meals, enrichment activities, consumables and extended hours** are charged separately, and details can be found in our **Schedule of Fees**. Alternatively we offer fully inclusive wraparound care which is always a more cost effective option.

Changes in Funding Eligibility

- If a family's eligibility for **Working Families 30 hours funding** changes, and your child is 3 years or older, then we will offer an alternative place based on the Universal Entitlement (15 hours), subject to availability.

Grace Periods

If your eligibility changes, **Grace Periods** allow continued funding for a short time:

Date Entered Grace Period	Funding Ends
January 1 – February 10	Ends March 31
February 11 – March 31	Ends August 31
April 1 – May 26	Ends August 31
May 27 – August 31	Ends December 31
September 1 – October 21	Ends December 31
October 22 – December 31	Ends March 31



Complaints Procedure for Government-Funded Entitlement

If you believe your funded place has not been provided correctly:

1. Submit a written complaint to the **Nursery Manager** for resolution.
2. If unresolved within four weeks, escalate to the **Senior Management Team** via email at **mysunshine@mysunshine-daynursery.com**.
3. If further action is required, contact **AFC Richmond** for assistance.
4. **Ofsted does not handle funding complaints** it is solely interested in welfare, safeguarding, and the learning provision of the children.

**MY SUNSHINE NURSERY
MANAGEMENT TEAM**