

## **BI-NUR-003 NURSERY ADMISSIONS & ATTENDANCE POLICY**

### Document reference

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### Version control

Date	Version	Status	Summary of Changes
23 February 2023	1.0	Historic	Initial Version
May 25	1.2	Historic	New Funding requirement changes
06/08/2025	2.0	Current	EYFS Attendance requirements added

### Document approval

Define the approval authorities for the document

Document version	Document approved by	Position	Date
1.0	Nursery Management Committee		23 February 2023
2.0	Danielle Hoyle	Chair of NMC	August 2025

### Distribution

Date of issue	Version
August 2025	1.3

This policy should be assigned to the following groups;  
Please tick one box for each group.

Group Name	Mandatory	Group Name	Mandatory
All Users	<input type="checkbox"/>	Heads of Department	<input type="checkbox"/>
Trustees	<input type="checkbox"/>	BCE Staff	<input type="checkbox"/>
Researcher (Wet)	<input type="checkbox"/>	Nursery	<input checked="" type="checkbox"/>
Researcher (Dry)	<input type="checkbox"/>	Visitors	<input type="checkbox"/>
BSU Staff	<input type="checkbox"/>	Credit Card Users	<input type="checkbox"/>

BSU Users	<input type="checkbox"/>	Ionising Radiation Users	<input type="checkbox"/>
Notes:			

<b>Associated policies, procedures and guidance</b>
This policy should be read in conjunction with:

## Admissions Statement

It is our intention to make our Nursery genuinely accessible to children and families from all sections of the community. Babraham Nursery is registered on the Early Years, Childcare and Voluntary Register and can accommodate up to 90 children. In nursery we accept children from 6 weeks of age until the term before their fifth birthday.

Priority is given to children of employees at The Babraham Institute.

A tier system operates to order what priority is given on the waiting list. When registering, new parents are required to indicate which company they work for and proof of employment may be requested.

This policy applies to:

- First tier: Institute staff, this includes anyone paid directly by the Babraham Institute, BRCL, the BBSRC (as long as they are based at the Babraham Institute), or from research grants held by the Institute Group Leaders. The latter includes all PhD students and postdoctoral scientists whose line manager is a BI Group Leader and who do the majority of their work within BI facilities, regardless of the source of their stipends or salary. All staff mentioned under Tier one, as long as the majority of their work is carried out at the Babraham Institute, are eligible for discounted fees.
- Second tier: Siblings of children already attending nursery. This priority applies whilst the sibling continues to attend nursery. If the child attending leaves, the family will no longer have 2<sup>nd</sup> tier priority for other children.
- Third tier: Staff working for Babraham Research Campus companies. BRC company employees do not benefit from discounted nursery fees. Full time places will be prioritised within this tier.
- Fourth tier: All other families living or working locally. Full time places will be prioritised within this tier.

## Joining the waiting list

Prospective parents are encouraged to tour the nursery prior to joining our waiting list. All families must complete our waiting list form and pay the £50 waiting list fee in order to go on the waiting list

and be eligible for available places. The waiting list fee is non-refundable, unless either your child attends nursery on funded only sessions or if you have requested funded only sessions on the waiting list form and decide to withdraw your child from the waiting list.

For children who will be allocated to Ducklings, our youngest room, we are able to offer 7 out of the maximum 9 places (when available), to families from tiers 1, 2 and 3 respectively as soon as these families join the waiting list. The remaining two spaces will be offered 8 months in advance of a child starting nursery. This is the same position we adopt for admissions to any other room within the nursery..

From September 2025, to fully meet the wellbeing needs of children, all families must book a minimum of two days per week. For children accessing funded only sessions, families are also required to book at least two sessions. If only two funded sessions are booked, one of these must either be a Monday or Friday session.

## Deposits and space allocations

Once a place is allocated to a child, a formal offer is sent to the family which also advises of the deposit amount (4 weeks of the child's fees); tier 1 are exempt from paying a deposit. For children in receipt of Early Years Funding, the deposit amount requested will only reflect the chargeable portion of the nursery day. Families are advised that they must pay their deposit within one month of receiving the deposit invoice from Babraham Institute Finance to reserve and secure their offered place, failure to pay the deposit within the deposit deadline may result in the nursery place being rescinded. The full deposit amount is reimbursed upon a child leaving nursery after providing 4 weeks' notice and settling their nursery account in full. Parents must request the return of their deposit and provide bank details via email to [babraham.nursery@babraham.ac.uk](mailto:babraham.nursery@babraham.ac.uk) after their child's last day at nursery.

Any requests to change a child's agreed weekly booking pattern once they have been offered a nursery place (i.e. increasing or reducing sessions) will be treated as a new and separate booking request. This is because changes may affect our ability to offer the new nursery place to families. The new booking request will be reviewed against other applications on the waiting list in accordance with the priority tier system, and it may result in the child rejoining the waiting list. Should nursery be able to accommodate the requested change to the booking, an amended offer (and altered deposit amount if applicable) will be provided.

Babraham Nursery will always strive to provide places for all children but there may be times when the Nursery is full. If this is the case the child will remain on the waiting list until either a place arises, or they ask to be removed from the list. The waiting list is arranged in date order from the receipt of the waiting list registration form and fee and in accordance with the tiers.

We aim to be flexible about attendance patterns to accommodate the individual needs of families and offer various booking patterns. Nursery is open from 8.45am- 5.45pm Mondays to Thursdays and 8.30am-5.15pm on Fridays. A breakfast club operates from 8.00am Mondays to Wednesdays, for an additional fee. Nursery is closed for one week during the Christmas and New Year period, during all bank holidays and for one day for staff training on the first Friday in July.

Once all registration information has been returned to nursery and in the weeks preceding a child's start date, the Room Senior will be in touch to arrange a home visit and/or settling in sessions.

## **Fees**

Babraham Nursery operates as a 'not for profit' nursery as part of the Babraham Institute, therefore fees are set to a level that will sustain nursery whilst keeping costs to our families to a minimum.

Fees are reviewed annually and all parents are given one month's (four weeks) notice before any amendments take place. There is a reduction in fees for Babraham Institute staff only. Please note this reduction does not apply to companies on the Babraham Research Campus.

Once a family has started, additional requests regarding a child's booking pattern must be requested in writing to the office. If extra sessions are agreed full fees will always be charged. Fees are chargeable for all children's holidays and absent days, as well as bank holidays. We do not charge fees for the staff training day or between 25<sup>th</sup> -31<sup>st</sup> December.

Fees can be paid in a number of ways, nursery accepts childcare vouchers from various companies and Tax-Free Childcare payments. We also accept cheques and payment via BACS or a standing order. Parents that are employed by the Babraham Institute are also able to use salary sacrifice. For further details regarding payment options please contact the office/reception. Further details regarding fee payments are also outlined in the terms and conditions.

One month's written notice (four weeks) is required if a parent decides to withdraw their child from the setting. If less than one month's notice is given fees will continue to be accrued until this date is reached.

All parents are required to sign a Statement of Terms and Conditions before joining Babraham Nursery which clearly states the agreement between parents and provider. Further information regarding our fee rates and structure can be seen on our Fee Sheet.

## **Changes to sessions once a child has started nursery**

Any changes to a child's agreed weekly booking pattern once they have started nursery (i.e. increasing or reducing sessions) will be treated as a new and separate booking request. This means the new request will be reviewed beside other applications on the waiting list. This will be reviewed in accordance with the tier system in place. Should nursery be able to accommodate the requested change to the booking, one month's written notice (four weeks) is required.

## **Attendance**

Babraham Nursery promotes the regular attendance of each child. We ask that parent(s)/carers notify the nursery of any absence, either planned or otherwise, at the earliest possible opportunity. If a child is absent without notification or for a prolonged period of time, we will contact the child's parent or carer and if necessary, alternative emergency contacts.

If we have any concerns, we will refer to our safeguarding policy and may contact the local children's social care services and/or the Police. **Please note, it is a requirement within the EYFS Statutory Framework that settings are notified of all child absences.** It is also a requirement for nursery to refer any concerns.

## **Further information**

This policy was adopted at the staff meeting in May 1997 and was adopted by the Nursery Management meeting held in May 1997, fully revised in March 2010 and updated in October 2012 and September 2013, 2014, 2016, 2018 & 2025.

Associated policies, procedures and guidance are listed on the cover sheet. The Policy Owner named on the cover sheet can be contacted with any queries.