



## **ADMISSIONS/REGISTRATION POLICY**

Registration for the Academic Year September 2026-July 2027 will open in May 2026 for all Nursery- Year 6 families and places are allocated by the end of June 2026. (Specific dates will be communicated via email, Facebook, noticeboards, posters).

- Every parent/family, existing and new must re-register/register every academic year.
- Only children of the Grove Infant and Nursery School or the Grove Junior School, are eligible for Breakfast and After School Club at Fusion.
- Fusion is open Monday-Friday term time only unless otherwise notified. Fusion does not open on school inset days.
- The registration and booking of permanent session are for the Academic Year 2026-2027. Any changes must be made in writing and if sessions need to be decreased/cancelled, please refer to our **Sessional Policy**.
- Special cases are assessed at the discretion of the Grove Schools and Fusion Childcare Services.
- Fusion will hold one place every morning and evening for emergencies (by prior agreement if possible).

### **Spaces will be allocated as follows:**

1. Existing children automatically get their existing sessions.
2. Siblings of existing children who want the existing same sessions.  
**Thereafter, registration operates on a first come first served basis.**
3. Nursery/ Reception children/families
4. New children/families from Year 1-Year 6
5. Existing Fusion children/families/ new siblings who are changing their existing sessions. This includes Nursery-Year 6 children.

Any child/ren who we are unable to accommodate, will be placed on a waiting list. Fusion's Manager is responsible for monitoring the waiting list and will liaise with parents when there is availability. The waiting lists starts afresh each academic year.

- Bookings will only be deemed approved once confirmed by the Management of Fusion Childcare Services via email.

**Nursery – Year 6 Registration Packs. This is for all new families joining Fusion and any new siblings who are joining an existing sibling:**

- Registration Packs can be downloaded from Fusion’s website, completed by hand and returned as a hard copy, or filled in electronically using the PDF/Adobe “fill and sign” function and emailed to us.
- The annual registration/re-registration fee is £25 per family and will be invoiced once we receive your completed Registration Pack.
- It states on page 1 of the Reg Pack what pages need completing.
- All packs are date and time stamped upon receipt, whether this be via email or by hand and spaces are allocated on a first come first serve basis.
- Incomplete packs will not be processed until all missing information is provided. Missing items may include signatures, photos, contact details, address, or medical information.
- Packs received after the registration closing date will still be processed but you are at a higher risk of not getting the spaces you require.
- If you have a sibling(s) who you wish to come to Fusion, all children must be added onto the same Registration pack, just on different pages. Info is on page 1.

If you have any questions about Registration, please do not hesitate to contact us on 07796000413 or [admin@fusionchildcareservices.co.uk](mailto:admin@fusionchildcareservices.co.uk)

**For Existing Fusion families, who have existing prebooked sessions:**

- Fusion will send each family a **Data Collection Sheet** with the information we hold. Please amend any incorrect details and return it to us so we can update our records, avoiding the need to complete a full Registration Pack.
- When we receive your Data Collection Sheets back, we will send you a registration fee invoice of £25.00.
- If you submit your Data Collection Sheet after the deadline, your spaces will not be secured and will be lost.
- Processing of late submissions is at the discretion of Fusion management.
- Please make sure you are aware of our policy about changing sessions and what category you fall into.

For your information: During sessions, we will be doing the following with your children that will mean you do not need to do it:

- Taking an updated picture of your child/ren to add onto our records
- Go through the behaviour form and signing it
- Complete the ‘Important information sheet

It is at the discretion of Fusion Childcare Services, how spaces are allocated.

**Enquiries throughout the year:** please contact the Manager who will review each case individually.



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We aim to make the setting accessible to children and families from all sections of the local community. It is our intention to ensure that all sections of the community have access to the setting through open and fair procedures.

**The Waiting List:** Children can be added to the waiting list as soon as they are born and places will be offered in the order that children were placed on the Waiting List, the only exceptions being:

- **Family Centre Service referral** - We hold two places for government funded two-year-olds who may be referred by the Family Centre Service. These children may not already be on our waiting list.
- **Sibling rule** – Siblings of children already attending the setting may be given priority on the Waiting List if their time at Pre-school will overlap. Fusion Pre-School’s general practice is to offer places in such a way that allows all children to access at least one academic year in the setting.

The rationale for this procedure is that leaving a space empty for two terms for a child to attend for one term makes it very difficult to plan staffing and remain sustainable.

### **15 hour Funded Children:**

- 15 hours Government Funding applicable to our core session **8:45-11:45am ONLY**.
- Any additional sessions will be invoiced at our non funded hourly rate.
- Sustainability charge (please see Letter with your Welcome and Registration Pack for more information)
- Parents/Carers are required to fill out a Declaration Form and provide Fusion Pre-School with their Eligibility Code once received.

**Administration Fee:** Joining the waiting list is at no cost. When you accept a place, we will ask for a £50 non-refundable admission fee per child, unless your child/ren is funded.

If you would like to discuss your child starting with us please do not hesitate to pop in and see us or call **MRS AKERS/MRS QUIUM on 07908121891**.

<b>Adopted on:</b>	<b>Last reviewed on:</b>	<b>Reviewed on:</b>	<b>Next review Date:</b>
04.01.12	01.09.2025	01.04.2026	April 2027
<i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Information and records [3.92-3.95] Information about the child [3.96], Information for parents and ares [3.97] Food and Drink facilities [3.71]</i>			
<b>Signed and approved:</b>	Fusion Childcare Services		