

Kids Disabled children
say we can

Kids Nursery Basingstoke



Our Statement of Purpose

At Kids Nursery, we believe that every child is unique, with their own ways of exploring, learning, and growing.

Our purpose is to nurture and celebrate these differences, providing a warm, inclusive, and stimulating environment where all children feel valued, confident, and inspired to reach their full potential.

[Click here to view our full statement of purpose.](#)



Early Years Funding Entitlement – Kids Nursery

To sign up to the offer of the Early Years Funded Entitlement (EYFE) at Kids Nursery, you must supply copies of the following documents.

- Birth certificate
- Proof of current address within the last 3 months.

This is to ensure we have the correct documents to support your funding claim.

Hampshire County Council website has all the funding criteria, so ensure you apply for your codes for working families entitlement. When you receive your code this must be forwarded to the nursery, before the term starts to get validated. The codes must be refreshed every 3 months via an email form on HMRC.

[Click here to visit Hampshire County Council's website about Working Families Entitlement](#)

Or visit:

www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/providers/fundedchildcareforworkingfamilies



Admissions Policy

This is located on the placement agreement, and is reviewed on a termly basis or in line with Hampshire and Government changes.

- Fee Policy – this is located on the placement agreement, and is reviewed on an annual basis.
- Written Pattern of Delivery – on our website, on the placement agreement and our prospectus.
- If you wish to transfer our funded place to another setting, we require 4 weeks notice in writing and 1 months notice for payment hours.
- We have a voluntary deposit to support our admin costs and the induction into the nursery.
- Parents/Carers will need to provide their child/children with their lunch or tea, depending on their sessions and in line with our allergies list displayed in reception. Nursery will support with snacks and any festive events foods.

Hours

Our session offers are extensive and we will try our utmost to support your request.

Invoice example is on our parent page under the parent file:
www.kids.org.uk/basingstoke-nursery-parent-page

If your child is in receipt of DLA we have an opportunity to apply for a government grant to support our Kids Nursery in the enhance of the setting. Please enquire at reception about how you can support your nursery.



Kids Early Years Absent Child Policy

Purpose and Scope

Kids has a clear commitment to safeguarding all service users in line with national legislation and guidance and local safeguarding partnership procedures. Kids' commitment to safeguarding is outlined in our Safeguarding Statement below:

'Kids is committed to safeguarding and promoting the wellbeing of all those who come into contact with our services. Our colleagues are trained to recognise and respond to safeguarding concerns. We work closely with families and other agencies to take all reasonable steps to minimise the risk of harm to children, young people and adults.'



Katie Ghose
Chief Executive



This policy provides clear guidance to ensure that parents/carers and all colleagues at Kids are clear about procedures relating to Early Year's attendance.

Whilst children attending Early Years provision is not mandatory, this policy aims to ensure that children accessing Kids Early Years services have maximised opportunities for learning experiences to support them to reach their full potential.

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

This policy document applies to:

- All children accessing Kids Early Years services
- All colleagues working in Kids Early Years services
- Parents/Carers of children accessing Kids Early Years Services

This policy should be read in conjunction with the referenced legislation and national guidance.

Definitions

Colleagues:

The term includes employees, sessional workers, volunteers, students, contractors, agency workers and Trustees of Kids.

Early Years Children:

Early Years children are categorised as children from birth up to 5 years.

Ofsted Registered Setting:

In the UK, Ofsted (Office for Standards in Education, Children's Services and Skills) is responsible for inspecting and regulating various services that provide care and education for children and young people. Ofsted-regulated settings are defined as environments where children are educated or cared for, and these settings are required to meet specific standards to ensure safety, welfare, and the quality of education.



Roles and Responsibilities

The success of this policy is dependent on all parents/carers and Early Years colleagues being involved in the implementation of this document. Individual responsibilities are detailed below:

Parents/Carers:

Children should be brought to nursery no later than 10 mins after their session time for registration and to commence learning with their peers.

If your child is unable to attend nursery on their day/s you must call, email or text the service to inform us.

Where a child is absent without notification, colleagues are required to follow up with both parents and/or emergency contacts to ensure the safety and wellbeing of the child.

If your child is reluctant to attend the setting, we encourage this to be communicated with colleagues so strategies to support can be put in place.

In the case of medical appointments, where possible we encourage appointments to be made outside of your child's session times.

If child is subject to a Child Protection plan we encourage parents/carers to discuss any absence with allocated social worker. Colleagues are also required to inform allocated Social Workers (as below). This is to ensure good communication between all parties involved with the child.

As an Early Years setting, we actively encourage parents to support us in this policy, as our absence statistics are scrutinised by Ofsted and have an impact on the overall judgment setting is given.



Early Years Colleagues:

Nursery colleagues must complete a register at the beginning of each session and throughout the day to ensure every child is accessing their learning and development.

If a child is absent without notification colleagues must follow up on absence in a timely manner, ideally that morning (or afternoon), if child attending afternoon sessions and document rationale for non-attendance.

All colleagues must raise concerns about a child being absent to the Local Safeguarding Lead (LSL). Consideration must be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life.

If a child is subject to a Child Protection plan colleagues must inform the allocated Social Worker of any absence. This is to ensure good communication between all parties involved with the child and ensure families and children's needs are being met.

Where there are concerns about a child absence and/or a child who is subject to Child Protection plan is absent, colleagues must report this in line with Kids Safeguarding Children and Adults Policy.

If a child's place is funded via local authority funding, some Local Authorities require services to provide absence data. Please refer to local procedures.

Training on this policy will be given during induction and updated through line manager briefings. Failure to comply with this policy may lead to disciplinary action which could include summary dismissal.

References and Associated Documents:

- The Children Act 1989/2004
- Early years foundation stage (EYFS) statutory framework (2024)
- Kids Safeguarding Children and Adults Policy



Together, we can break down barriers.

249 Birmingham Road
Wylde Green
Sutton Coldfield
West Midlands B72 1EA



0121 355 2707

Kids.org.uk

Registered Charity No. 275936