



Christchurch Pre-School Nursery

London Road, Braintree, Essex, CM7 2LD

Manager – Mrs Claire Macklin

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## **ADMISSIONS POLICY**

It is our intention to make our setting accessible to children and their families from all sections of the local community.

We promote our setting using social media and have a large flag to position outside the setting. We encourage our families to recommend us to others.

We continue to be accessible to families new to the area by our website which is linked to the National “Find my school” web page and also to the Essex County Council and OFSTED web sites. We have also received enquiries via day nurseries website.

Parents and children are encouraged to visit the setting to see us “in action” and ask any questions they wish without the need for a pre arranged appointment. Parents are issued with a prospectus and are encouraged to read our policies, before completing an application form. Once an application is received the child will be placed on our waiting list and contacted once a suitable place becomes available. We also have a virtual tour of each room and the outside play area that we can share via email if visits are not possible for any reason. E.g. COVID 19 lockdown.

### **In addition our policy may take into account the following;**

Emergency admissions

Siblings attending the setting

Our setting is divided into:

**\*Raindrops Room – for those children who turn two between 1<sup>st</sup> September and 31<sup>st</sup> December (including discretionary additions – e.g. may add children who turn two up until Feb/March depending on numbers). This runs January to July & is only on Monday mornings & Friday mornings.**

**\*Rainbow Room - for those children over two and aged three before 31<sup>st</sup> August.**

**\*Sunshine Room - for those turning four from September, going to school the following September.**

**Funding:**

We accept children in receipt of 2 year funding. All children are eligible for 15 hours funding from term following their 3<sup>rd</sup> birthday, and some over 3 yrs children are eligible for up to 30 hours funding (parents apply online via the government website).

**Managing the Waiting List:**

Rainbow Room is filled - We ask our Raindrops children first what sessions they would like and then children from our waiting list, **taking them in order of application. We ensure that every child is offered more than one session to encourage the children to settle better.** We do this with the intention of having **30-35** children on the register in Rainbow Room, this number should support our intake for Sunshine Room the following year.

We do not discriminate against a child or their family, or prevent entry to our setting on the basis of protected characteristics as defined by the Equalities Act 2010.

We can arrange for the Manager and a keyperson to visit the family at home outside nursery hours to talk through any concerns which may arise if requested.

This policy was reviewed, updated and agreed at a meeting of nursery on

Signed & Dated

Manager

Committee member