



## **Admissions Policy**

### **Purpose**

It is the intention of the company to make our provision accessible to children and families from all sections of the community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

### **Policy**

We will ensure the existence of the company is widely known in local communities. Advertising notices will be placed in widely accessible areas, in more than one language if appropriate. We will ensure the setting enables children and/or parents with additional needs to take part in all aspects of the day-to-day activities in the setting. Age groups, rooms, and deployment of children is managed in accordance with the EYFS Safeguarding and Welfare requirements. Other factors taken into account when offering places include:

1. Availability of spaces, taking into account the staff/child ratios, the age of the child and the registration requirements.
2. When the application is received (extra weight is given to those who have been on the waiting list the longest).
3. The nursery's ability to provide the facilities for the welfare of the child.
4. A child wanting a full-time place will usually have preference over one requiring part-time only.
5. Extenuating circumstances affecting the child's welfare or his/her family.
6. Children who have siblings attending the nursery.

Funded places will be offered in accordance with the Code of Practice for Early Years Entitlement and any local conditions in place at the time. Parents/carers must complete a Registration form before their child can attend and give consent for the information to be retained by the company in line with the Data Protection Act 1998, where appropriate the Freedom of Information Act 2000 and Ofsted Registration requirement under the 1989 Children Act. Every parent is provided with a prospectus and a separate parental agreement to be signed.

We ask that parents inform us if their children are not vaccinated so that we can manage any risks to their own child or other children/staff/parents in the best way possible. The Nursery Manager must be aware of any children who are not vaccinated within the nursery in accordance with their age. We record, or encourage parents to record, information about immunisations on children's Registration documents and we update this information as and when necessary, including when the child reaches the age for the appropriate immunisations.

## **Closure of the Nursery**

The Nursery is open Monday to Friday, excluding 8 bank holidays and one week over Christmas. We reserve the right to either open or close on any additional Public Holidays which are declared over and above the standard 8. If open these will be charged for whether sessions are used or not. We do not, and have no intention of, discriminating against any child on the grounds of disability, gender, race, religion, colour or culture.

Parents should complete a registration form and submit the registration fee to reserve a place for their child. This registration fee is deducted from any invoice of £150 or more from the second invoice. If a place is not available from the start date required, then the child will be placed on a waiting list and parents will be kept informed as to the progress of their application. If the nursery is unable to offer a place, the registration fee will be refunded. It is anticipated that by managing the intake of new children and family moves and beginning school, it should be possible to ensure that no child waits more than one term for a place. Families will also be notified of the progress of their application.

Associated documents:

- Registration Form
- Parent information booklet