

Admissions and applications policy

Aim of the policy

To clarify how we process new children in our settings.

Points to consider

It is our policy to provide a prioritised day care and education service for the children of working families or those accessing further education/training. With our commitment to such families in mind, we have the following criteria in place to admit children into our programmes.

We encourage all families to take a tour of our setting before registering their child(ren) with us. This should be carried out by the setting senior member of staff or, in the absence of the senior member of staff, the deputy.

The registration fee is invoiced upon confirmation of place and sessions required. The registration fee of £75 is non-refundable.

Once the registration fee has been paid a confirmation letter will be emailed/sent and added to the child's folder.

Priority applications are placed in the following order:

- Children who require full-time care
- Siblings of children already attending who require full-time care

- Siblings of children already attending part time
- Children who require part-time full-day places
- Free entitlement

Admissions procedure and policy for children with special needs and/or disabilities

Aim of the policy

To make clear how we follow admissions of children with special educational needs and/or disabilities (SEND) in a sensitive and appropriate manner.

Points to consider

The setting is expected to make reasonable adjustments in order to cater for and accommodate students. If the needs of the child are deemed to be beyond reasonable, this may be a reason for non admission.

Prior to a place being offered, all children and their respective needs will be considered. Our ability to provide appropriate facilities for the welfare of the child will be taken into consideration. Our inclusion policies will also be referred to.

Parents will be able to see what we offer to all children, including those with SEND, on The local council's Local Offer website.

The Local Offer puts all the information about health and social services, education, leisure activities and support groups available in the area for children and young people aged 0–25 with SEND in one place. It also explains the additional or different provisions provided for children with SEND. The Local Offer enables parents, carers, children, young people and practitioners/professionals to see clearly which service(s) and support across education, health and social care

are available locally for children and young people with SEND, and how and when they can be accessed.

We aim to achieve this by:

- Having the setting senior member of staff, in consultation with the parent/carer of the child, jointly assess the extent of the additional support requirement to meet the child's special needs/abilities
- Working in partnership with the parents to best support not only the child but the family
- Where external agencies are already engaged in the care and development of that child,