

**Nazeing Pre-School, c/o Nazeing Primary School, Hyde Mead, Nazeing. EN9 2HS**

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**Admissions Policy**

**Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

**Policy statement**

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

**Procedures**

* We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
* We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
* We operate a one year in take at the start of each academic year, beginning in September. We split the children into two age groups; our Teddies who are aged from 2 years old until their Nursery School year and our Bears who are in their Nursery School year, the year prior to them starting reception.
* We arrange our waiting list in birth order. In addition, our policy may take into account:
* the age of the child, with priority given to children who are in their nursery School year or children who are eligible for two year old funding due to family circumstances, applications are made through the local authority, not part of the new government roll out scheme from April 2024.
* the vicinity of the home to the setting;
* whether any siblings already attend the setting or Nazeing Primary School; and
* the capacity of the setting to meet the individual needs of the child.
* We will on occasions accept a child who wishes to defer their Reception School place, if we have spaces after the allocation of places listed above as our priority remains children in their Nursery School Year.
* We offer funded places in accordance with the Code of Practice for and any local conditions in place at the time.
* We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
* Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
* Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
* We support children and/or parents with disabilities to take full part in all activities within our setting.
* We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
* For children who have a learning need or a medical need a home visit prior to admission is required to ensure we have the correct paper work in place, either a one plan or health care plan.
* We share and widely promote our Equality and Diversity Policy.
* We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
* Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

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| This policy was adopted by | NAZEING PRE-SCHOOL | *(name of provider)* |
| On | February 2025 | *(date)* |
| Date to be reviewed | February 2026  | *(date)* |
| Signed on behalf of the provider | Nicky Mainwaring  |
| Name of signatory | Emma Hughes |
| Role of signatory (e.g. chair, director or owner) | Chairperson  |