



Policy Document:

Nursery Admissions.

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Policy statement

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

Aim

We aim to ensure that all sections of our community have access to the Nursery through open, fair and clearly communicated procedures.

Procedure

In order to achieve this aim, we operate the following admissions policy:

We ensure that information about the Nursery is accessible – in written and spoken form – and, where appropriate, in different languages. Where necessary, we will try to provide information through signing or an interpreter.

- We arrange our waiting list in birth order. In addition, our policy may take into account the following:
 - Siblings already attending the Nursery.
 - Whether the child is due to start school that academic year.
 - Length of time on the waiting list.
 - Whether a child is attending another pre-school setting.
 - Exceptional circumstances, such as SEN, looked after child.
- The Nursery is open to every family in the community.
- Children can be admitted to the Nursery from the age of 2 years dependent upon the availability of space, and readiness of the individual child to stay happily within the group. A child can remain with the Nursery until the end of the term after their 5th birthday. The Nursery aims to support the child care needs of its staff where possible. Therefore, staff of the Nursery whose children are over 2 years old may enroll them so long as this does not interfere with the effectiveness of the member of staff in the running of the sessions.
- Due to the school admissions policy of all children starting school in the year that they are 5, most children start with the Nursery during the Autumn term. However, if there are places available, a child may start at the Centre as soon as they are entitled to. We may be unable to keep places open for those children who have either a spring or summer birthday. However, they are given priority should places become available and usually can have the sessions of their choice in the following Autumn term.
- We welcome children regardless of their gender, SEN, disabilities, background, religion, ethnicity or competence in spoken English. We will liaise fully with parents/carers and professionals to ensure that it would be in the child's best interests to attend the Nursery.
- If a child is to leave our setting before moving on to school, or to reduce the number of sessions attended, parents must give at least 4 weeks written notice of the leaving date or date when sessions are to be reduced. Fees will be payable (or funding claimed by us), until that date.
- Our Equalities and Diversity policy is available on request. We are flexible about attendance patterns and wherever possible accommodate the needs of individual children and families, subject to availability of spaces. Any Nursery Education Funding rules regarding attendance also apply.

Forms

Parents wishing their child to start at the Nursery must complete and return the registration form and other associated forms before their child starts. It is important that these forms are completed fully.

At The Meadows we believe that information about the children and their families is vital for the effective care and education of those attending the Centre.

Staff must know details such as preferred names, address, telephone numbers, contact names, details of allergies, dietary needs, and other health concerns. Other information is also helpful such as family background, who is the main parent/carer, any major changes in the child's life. In other words, we need to know information pertinent to the child.

The Centre is bound by the GDPR and Data Protection Act and records giving details about the children and their families must be kept safely and in such a way that access to the information is strictly limited.

Visits

Approximately one month before the child is due to start at the nursery, parents/carers will be offered the opportunity to visit the nursery with their child to meet staff and to ask questions or express any concerns they may have.

Staff may also arrange a visit to meet the child and his/her parents/carers in their home environment.

Admissions Criteria

A child may start at the Nursery as soon as they are two years old.

It is desirable, but not compulsory, that children starting nursery will be toilet trained, that is, they must be able to get on and off the toilet and to clean themselves unaided. See our 'Toilet Regulations and Routines' document which is available on request.

The Nursery actively seeks to promote the children's self-reliance and self-esteem. We recognise the need for children to extend their skills and to promote them into doing so. Therefore, it is desirable that a child starting at nursery should be able to dress and undress themselves with minimal aid and to drink from an open cup.

Nursery Places, Funding and Fees

Children may attend for up to 30 hours a week, for up to 38 weeks in a year.

The Nursery has limited availability for the morning and afternoon sessions. With the exception of children who receive Early Years funding, nursery fees will be payable for all children attending the nursery until the term following their 3rd birthday if they receive Early Years Funding.

Fees will be charged for any hours in excess of claimed funded hours.

In the term following their 2nd or 3rd birthday, children become eligible for Early Years Funding.

The number of core sessions/hours offered to a child will depend upon:

- 1) If the parent(s) are working.
- 2) The parent's/carers wishes.
- 3) Places available.

The Nursery prefers a minimum of 2 core sessions (or equivalent 5 hours) in all cases.

Once a child is attending nursery s/he will be offered 15 hours per week from the term when s/he is eligible for Early Years Funding. All offers are subject to availability. These hours may be funded if the child meets the eligibility criteria.

Parents must confirm core sessions/hours offered, or risk losing their child's preferred places.

Priority for places will be given to:

- Children already attending the Nursery.
- Children of working parents.
- Children who will be starting school in the following academic year.
- Length of time child has been on our waiting list.

Thereafter, places will be offered equally between remaining children.

Children already attending the Nursery will automatically be offered 15 hours per week for the academic year before starting full time school.

Nursery fees will be set in line with Nursery Education Funding. For Nursery Education Funding please refer to Information for Parents/Carers provided with the Parent/Carer Declaration Form which will be sent-out as required by the Local Education Authority.

If any parent or guardian has any concerns or queries about any of the above, they should contact the Centre immediately.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted in:..... - September 2017
Signed:..... SK

This policy was reviewed/amended in:..... - October 2018
Signed:..... SK

This policy was reviewed/amended in:..... - October 2019
Signed:..... SK

This policy was reviewed/amended in:..... - November 2020
Signed:..... SK

This policy was reviewed/amended in:..... - November 2021
Signed:.....JRS

This policy was reviewed/amended in:..... - September 2022
Signed:.....JRS

This policy was reviewed/amended in:..... - March 2023
Signed:.....JRS