

Admissions Policy

Purpose

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

Our aim is to balance the needs of individual families with the need to maintain appropriate staffing levels, room capacities, continuity of care and a sustainable nursery provision for all.

Allocation of places

Where demand exceeds availability, the nursery may consider, children already attending the setting, siblings of children already attending the setting, bookings of 3 days or more, full day bookings. EYFE-only sessions will be allocated from the remaining available places and will be offered on the days where we currently have the greatest capacity

Inclusion principles

We operate an Inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Registration

Prior to a child attending nursery, parents must complete an on-line registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Providers eligible to provide government funded places for early education

Our setting is registered to accept government funding; this is subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for the admissions of the government funded nursery education places we have a termly intake, beginning the term following your child reaching the age of eligibility.

When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

Place offers and changes to attendance.

Place offers are made based on the attendance pattern requested at the time of application.

The Nursery plans staffing, room capacities and occupancy levels based on the sessions booked when a place is accepted. Where a family requests a significant reduction or

changes to sessions before the child starts, the Nursery reserves the right to review whether the revised attendance pattern can be accommodated. Any revised attendance request will be subject to availability at the time the request is made. This ensures that places are allocated fairly and that available sessions can be offered to families on the waiting list where appropriate.

Waiting list.

Where suitable places are not available, children will be placed on a waiting list. Waiting lists will be managed according to the admissions criteria outlined in this policy, together with the availability of sessions within each room and age group. Being placed on a waiting list does not guarantee that a place will become available.

Notice required for changes to bookings

Prior to your child starting nursery three calendar months' notice is required for any cancellation or reduction in the booked days or to defer the start date.

There is no penalty for deferring a start date within the term you are starting in, but if deferring to the following term, a monthly retainer fee of 20% of the booking will be charged for you to retain the place. Your start date may only be deferred once.

Meals, Snacks and Consumables

Government funding covers the early education and childcare element only.

Families may choose to:

- Purchase nursery meals and snacks where available; or
- Provide packed meals and snacks from home.

The purchase of meals, snacks or consumables is entirely voluntary and is not a condition of accessing funded childcare. Any food brought from home must comply with the Nursery's packed meal and snack policy, including current EYFS nutrition guidance and any restrictions required to protect children with allergies or medical dietary requirements.