



ADMISSIONS POLICY

PURPOSE

The purpose of this policy is to set out the guidance on admissions to East Harptree Nursery (“EHN”).

SCOPE

All children.

POLICY

The numbers and ages of children admitted to the nursery will comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

At EHN we care for approximately 70 children between the ages of 6 months to 5 years, during the course of a week. We have a set capacity of 40 children per day.

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff to child ratios, the age of the child and any registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery’s ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
- Any extenuating circumstances affecting the child’s welfare or the welfare of his/her family. In this case the admission decision will be made by the Nursery Manager.

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

Prior to a child attending nursery, parents must complete and sign a contract and 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, fees and sessions, contact details for parents, doctor’s contact details, health visitor contact details, allergies, parental consent and vaccinations etc. All data collected is subject to the Data Protection and Confidentiality Policy.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the code of practice) must offer free hours for two to five year olds for early learning sessions specified by the local authority. At EHN we provide funded places for children subject to availability. Please note funded places are available beginning the term following your child’s second, if eligible for funding, or third birthday when eligible for preschool funding

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| Date written: September 2022 | Written by: Jess Sheldon / Trustees |
| Reviewed: September 2023 | Signed by Trustees: <i>[Signature]</i> |
| Next review date: September 2024 | |



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All funded sessions are in line with the flexible arrangement as specified by the Government. 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.

Waiting List

Where we have not been able to offer a family a place for their child at the nursery, parents can request that their child is added to our waiting list.

The list is regularly reviewed and where a space becomes available, we will contact parents to offer a place. From time to time we will also contact parents to confirm that they wish their child to remain on the nursery’s waiting list and advise us if they require any changes to be made to the sessions originally specified in their registration form.

We advise parents that, should we not hear back from them within a specified time period, their name will be removed from the waiting list.

Parents are requested to keep us updated on any changes that may affect their child’s application and to keep us up-to-date with their contact details.

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