

1.1 Terms of admissions policy

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 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 other formats on request.
- 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. We share and widely promote our Valuing Diversity and Promoting Equality Policy. This policy is accessible on our website.
- 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- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

Prospective parents/carers

Once a parent/carer contacts the nursery and enquires about a place, the Nursery Manager will register their interest. The contact details of the parent will be taken and recorded in our prospective parents list. The parent will be invited to come to the nursery for a "Show around" visit to see the nursery, meet the staff and discuss any questions they may have.

Registering your child

Prior to a child taking up on their nursery place, parents/carers are asked to complete and sign a contract, registration form and pay the non-refundable registration fee of £70 to secure their child's place and book preferred settling in days. Parents/carers must provide specific information on their registration form which includes.... Please see privacy notice for detailed list:

Waiting List

Where there is a session full, the child's name will be placed on a waiting list. Places will be offered on a first come first served basis and will be offered as they arise.

Government Funding

We are registered for Nursery Education Funding for 2- and 3&4-year olds. There are 15/30 hours available per week and for 38 weeks of the year, during school term time. All three- and four-year olds are eligible for the EY Education Funding starting from the term after their third birthday until they start school. Two-Year-Old Funding is available to families who meet the local authority criteria. You will need to apply for this funding through the Local Authority. Once you have received your letter from the council, bring it into the nursery for a copy to be made and you can use your funded hours

with us. We accept all Nursery Education funding, please speak to the manager for further information.

Children with SEND

- The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

Safeguarding/child protection

If information is provided by the parents that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

Parents are advised on how to access the setting's policies and procedures on our website.