



Admissions Policy

Legal Framework

Children Act 1989, 2004, 2014

Children and Families Act

United Nations Convention on the Rights of the Child Data Protection Act 1998, 2010 Equality Act 2010

Race Relations Act

Every Child Matters, Change for Children 2004

SEN Disability Discrimination Act 2001

EYFS Welfare Requirement- Organisation

EYFS Welfare Requirement- Documentation

National Standards: Standard 12 – Working in Partnership with Parents DFE Statutory Guidance for LA on delivery of free early education

Name of Responsible Person: Manager/Deputy Manager

Little Meadows Nursery seeks to admit all children to the setting whose parents wish to use the service, in line with its policy on equality of opportunity. All prospective parents are welcome to visit the setting, be shown around and ask any questions that they may have about the ethos, vision and values of the setting, its daily routines and the arrangements in place to offer the best standard of care to meet the child and the families needs. Details of all prospective parents are recorded and the information is held on file at the setting, in line with our GDPR policy. Parents and carers can also be directed to our website and social media pages which has all up to date information on the setting.

Places are offered on a first come, first served basis but every effort is made to accommodate children, whilst strictly adhering to the adult to child space ratios that are a condition of the registration of our settings. We offer free funded only hours for 2 year olds identified by the Local Authority as being 'in need' and also for some 3 and 4 year olds in receipt of 'free at source' LEA funding. We also offer 30 hour funded places for 3 and 4 year olds who are eligible. We are able to offer additional services including extended hours, a hot meal and breakfast every day. We also have external coaches come to the setting to offer a variety of activities for the children. We take into account the age and stage of the child, so we are able to plan in advance the child's progress through the nursery in accordance with their developmental needs. In the event of a child being placed on the waiting list, parents will be kept fully informed of the time scale within which a place would become available.

Procedures:

Admission procedure

Registration Procedure

Managing Waiting List procedure

Admissions procedure

- Initial contact made through parental enquiry.
- Basic information given to parent/carers, and a visit arranged, websites and social media pages will also be given for the parent/carer to view.
- Detailed show around for parent/carer, outlining session times, fees, conditions of registration, key worker system, children's learning journals, base rooms etc.



- Show round pack includes a registration form.

Registration procedure

- Parent returns registration form with required registration fee.
- Families in receipt of free hours for 2 year olds or EYPP are not required to pay a registration fee.
- One months notice is require for termination of your child's place.
- Childcare vouchers can be used by parents.
- A parent who experiences hardship can make a token payment at the Managers discretion.
- The child's trial sessions can then be arranged by the key worker or manager.
- Entry profile form completed at first visit to the setting.
- The amount of trial sessions are dependant on the child's needs and are at the discretion of the Nursery Manager.
- In the event of a child having additional medical needs, we may have to delay their start date to enable staff caring for the child to receive full medical training in order to manage the child's needs safely. We would not start a child with medical needs unless we had received the required training and staff caring for them feel confident and competent in their ability to care for the child safely.

Managing the Waiting list Procedure

- Places are allocated on a first come.
- Priority is always given to siblings of children already in attendance.
- All families have an equal right to places.
- Children will be placed on the waiting list and places are allocated on sessions, age groups, places available etc.
- If a parent refuses an available place they will placed at the bottom of the waiting list.