

## Admissions Policy.

### **Our policy for Admissions is :**

#### **We believe that:**

We will ensure all sections of the community, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English, have access to the nursery through open, fair and clearly communicated procedures.

### **Our Procedures for Admissions is:**

#### **We support this by:**

- A waiting list will be held of places required by families; an application will be completed by the setting and will be dated and acknowledged on receipt. Being first on the waiting list does not necessarily guarantee a place for a child as there are many factors which influence the intake of new children. We do, however, aim to ensure that our system is fair at all times.
- A £50.00 deposit is required to secure any daycare place.
- Availability of spaces will take into account the staff/child ratios, the age of the child and the registration requirements.
- Transitional places will be kept for children to move between the birth-2's and 2-5's room.
- We aim to be flexible about attendance patterns to accommodate the needs of individual children and families within our sessions but these have to meet with staff to child ratios and may need to be reviewed regularly.
- A child who attends part-time may have their attendance days increased if a place is available at the time e.g. if the parent increases their days of work.
- The number of days requested will affect the timing of place allocated and offered. For example, if a part-time place becomes available, the next person on the waiting list will be contacted. If this place is declined, the next person will be contacted, and so on.
- When parents/carers accept a place, they must agree to accept the policies and procedures of the nursery, which are available to view on the nursery website [www.little-rainbows.co.uk](http://www.little-rainbows.co.uk) .
- Upon registration parents will be asked to complete an all about me form alongside the registration form.
- All children will be offered 3 settling in session prior to starting nursery. 1 x 1hr session with parents, and 2 x 2hr sessions without parents. During the first parents a practitioner will going through the child's starting points with the parent/s.

Good practice in terms of inducting the child into the setting on entry would be for parents/carers to bring along with them information on special requirements at registration e.g. allergies, health considerations, Birth certificate and red book.

On application for a place, parents/carers will be asked to provide proof of name, address and date of birth, and also, if appropriate, information regarding parental

responsibility..

15/30 funded hours for 2, 3 and 4 year olds and respite places will be reviewed on a termly basis. Where possible hours and times of sessions will be kept but priority will be given to fee paying parents.

### **Criteria for admissions**

1. Children who have secured their place with a £50 deposit.
2. Looked after children.
3. Children with a statement or children with a Special Educational Need/disability.
4. Children with siblings living at the same address at the time of admission, and already attending the Nursery.
5. Fee paying places.
6. All other children.

If a parent/carer has any issues or concerns they should contact the nursery owner and/or manager's **Joanne Alvy or Carla Williamson/Jodie Godsman** on **01924 235264**