Admissions Policy

Comments from the legal team to consider:

*When using this policy ensure that it is reflecting your admissions criteria, as this must be followed otherwise you could find yourselves in difficulties.*

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| EYFS: 3.28 – 3.31, 3.55, 3.58 |

At **Dickory Dock Nursery** we care for **over 100** children between the ages of **birth (ideally 3months plus)** to 4years.

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.

The nursery use the following admission criteria, which is applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability. We operate a waiting list and places are offered on an availability basis.

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.

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, collection arrangements, fees and sessions, 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**

All settings registered to accept government funding (detailed in the code of practice) must offer free places for \*two/\*three to five year olds for early learning sessions specified by the local authority. At **Dickory Dock Nursery** we currently provide **over 50% of our children are** funded places for children 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 admissions for the free nursery education we have a termly intake, beginning the term following your child’s \*second/\*third birthday.

All funded sessions are now 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. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

On entry all parents are made aware of our admissions policy and details are requested to allocate funding and the child’s nursery place with sessions and times. We also sign them up to our Parentzone where we gather lots of information in preparation to starting our setting such as

1. Welcome moment
2. Settling in sessions with times and day and how these will flow
3. Current interests likes and dislikes
4. Family photos
5. Child routine
6. Weaning – current stage of development with the what to expect when document from the Early Years Foundation Stage
7. The Early Years Foundation stage explaining what is it, how it works in setting and what will be in place to support their child
8. SEND requirement or cases of concerns
9. Safeguarding we share our policy make them aware for the role and designated people, whilst also asking them if they have services involved if to gather the information needed to ensure all services are working together
10. Dentist and our toothbrushing club
11. Parent agreement with their contract
12. Parents as Partners and how they can upload to iconnect to help support their child’s development

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *20th May 2022* |  | *2023* |