



Organisation and administration

4.1 Admissions policy and procedures

Policy statement

At School House Nurseries 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.

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. Our nurseries are relatively small in comparison to the big chains – deliberately so. We want our nurseries to remain child-centric.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language.
- We allocate our spaces on a first come first served basis. That said, we take into account children's needs and will make special efforts to accommodate:
 - Looked after children
 - 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.
 - A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
 - Children who have siblings who are already with us
 - Children whose parents live within the area.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.



- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- The nursery is open to all.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We make our Inclusion and equality policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- 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.

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

As we are a setting registered to accept government funding, we offer funded places for early learning sessions, as specified by the Local Authority. This is subject to availability. These places will be allocated on a first come, first served basis.

This policy was updated and reviewed in:

Reviewed date	Name	Signature
January 2020	Stuart Watt	
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	
June 2023	Stuart Watt	