



## Admissions

EYFS: 3.28, 3.57

At nursery, we care for children between the ages of 0 to 5 years. 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 will use the following admission criteria when considering admissions of children:

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 Local Authority/Early Help Assessment (EHA)
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 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 complete other documentation. 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.

Supporting Documentation: FEEE Paperwork, Nursery Contract, Future Occupancy, Room Measurements, Rotas, Request to Book a Place Forms,



## 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 a small number of funded places for two/three to five-year olds for early learning sessions specified by the local authority. At our setting we currently provide a limited number of free funded places available for children subject to availability. These places will be allocated on a first come, first served basis and can only be booked a term in advance.

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.

<b>This policy was reviewed on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
Dec 2018 after CAF is now recognised as EHA	Emma Jones	Jan 2020