



## Admissions

EYFS: 3.28-3.31, 3.55, 3.58
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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.

In response to guidance on admissions during the COVID-19 outbreak it has been necessary to amend our criteria for admissions in order to keep the number of children low, we will have to enforce a temporary 'cap' on the number of children that may attend 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 – this will depend on the number of children within the setting already having SEND support and whether the nursery can safely meet children's individual needs.
3. A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Early Help Assessment (EHA)
4. Children of Critical or Key Worker categories
5. Children who have siblings who are already with us
6. Children who are entering Reception in the following September
7. 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.

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



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. We also offer fully funded and non-funded sessions, where there is a request for a place at nursery, there will be no bias over the decision to offer a place to a non-funded place over a funded one.

Requests to reduce or increase sessions at nursery should be done using the 'Change of Attendance Form' which stipulate changes require a minimum of 1 months' notice. Where there is limited space or where staffing cannot meet the request to increase sessions, the setting will operate a waiting list.

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.

### **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.

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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.

This policy was reviewed on	Signed on behalf of the nursery	Date for review
<p><i>Dec 2018</i> after CAF is now recognised as EHA <i>Dec 19</i> ref to safely meeting the needs of children with SEND <i>June 20</i> Revised after COVID 19 to include Critical/Key Worker families <b>Revised August 2021</b> in line with revised EYFS</p>		August 2022