



# Nursery Admissions Policy

October 2022

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<b>Signed:</b>	
<b>Review Timetable:</b>	Annually
<b>Purpose of Document:</b>	To describe the admissions procedures for Nursery.
<b>Links to other policies</b>	Attendance policy, Early years policy, safeguarding policy, SEND policy
<b>Impact on;</b> Safeguarding Equality & Diversity SEND	Safeguarding Equality & Diversity SEND
<b>Implementation:</b>	This policy is available on the school website and on the staff share.
<b>Dissemination:</b>	The policy will be available to all staff, teaching and non-teaching, and to the wider public via the website.

## **Spring Meadow Infant Nursery Admissions Policy**

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### **1. Statement of Intent**

It is our intention to make our preschool accessible to children and families from all sections of the local community. We are committed to being as inclusive as possible regarding our admissions for our Nursery. We also strive to be a provider of funded childcare without it impacting the quality of our provisions. This policy outlines our approach to Nursery admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

### **2. Legal Framework**

This policy relates to the Early Years Foundation Stage Statutory Framework.

### **3. Aim**

To ensure that Spring Meadow Nursery is accessible to all sections of the community, through open, fair, and clearly communicated procedures. To promote smooth and stress-free transitions to the setting, ensuring both children and parents/carers are happy. We care for children between the ages of three and four years of age, and the numbers and ages of children admitted to the preschool 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. We work with the ratio's of 8 children to 1 member of staff. We do not require children to be toilet trained on admission.

### **4. Nursery Timings**

Our Nursery provision is open for 30hrs a week, 38 weeks a year. The sessions are split into mornings and afternoons.

Morning Sessions are 9.00-12.00

Afternoon Sessions are 12.00-15.00

The afternoon session includes a 30 minute lunch from 12.00-12.30.

Children who attend 30hrs a week are in school from 9.00-15.00.

## **5. Applying for a Place**

In order to apply for a place at Spring Meadow Nursery, parents must complete an admissions form which can be found on the school website or collected from the school office. Once this form has been completed and returned with the child's birth certificate so a copy can be taken, the child will then be added to the admission list. We only take children the term after their 3<sup>rd</sup> birthday. Children on the admissions list will be contacted 3 months before they are due to start to be offered a place. Then, 2 months before they are due to begin further details, a contract to sign and home visit times and dates will be provided. We currently have space for a maximum of 16 children per session due to the statutory ratio of 1:8.

Funded places may be withdrawn if a child does not attend regularly unless there are special circumstances, and these are agreed with the provider. Typically, if a child does not attend for four weeks their place will be withdrawn unless they are in hospital.

## **6. Waiting List**

The names of children to whom we cannot offer places at the initial allocation stage will automatically be placed on our waiting list. The waiting list will be prioritised in the same order as the admission over subscription criteria for the school. Parents must ensure that any change of address is notified to the school in writing

A child may be refused admission only if the Nursery is full to the admissions limit or if the child is not of the appropriate age. There is no right of appeal against the refusal to award a place in Nursery, since there are statutory criteria governing adult: pupil ratios that cannot be over-ridden. Places will only be allocated where it is safe and within the legal ratios.

## **7. Forms to be Completed By Parents**

Prior to a child attending our preschool, parents must complete and sign a contract and admission form. These forms provide the preschool 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.

## **8. Settling In**

Once a place has been offered each child will have a home visit, this is to give parent the opportunity to talk through any specific need's their child may have. It also gives members of staff the chance to see the children in a setting they are comfortable in and get to know them. Children will complete an induction session before starting full sessions, these will last 1 hour and parents will be able to stay with their children. Subsequent settling in sessions will be organised to meet the needs of the specific child if the nursery staff feel it would be beneficial. This process can take up to 2 weeks (sometimes longer), but it is important that child, parent,

and nursery are happy before a child attends their full sessions. The settling process is viewed as an essential part of ensuring children have a positive time at nursery and we will be flexible in extending this period and offering families additional support.

### **9. Early Years Education Funding (EYEF)**

Spring Meadow are in receipt of EYEF for 3- and 4-year-olds. All 3- and 4-year-olds are entitled to the Universal 15 funded hours during term time, this is available from the term following your child's third birthday.

To access this funding, you need to complete a EYEF form and show your child's birth certificate to the school office.

30 Hour Funded / Stretched Offer Agreement:

Our Nursery is open 38 weeks of the year. The Nursery can offer **30-hours per week funded Extended Nursery sessions** from 9am-3pm for those parents eligible to claim a 30-hours place for their child. To check if you qualify to claim for the 30-hours funded sessions, please see [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and follow the online application process to obtain your unique Eligibility Code. This must be provided to us to secure a 30-hours place at Spring Meadow Nursery.

Each child's maximum free entitlement for both the 'Universal' and the 'Extended' offer will be the same, 570 hours per year.

### **10. Paid Additional Sessions**

We can offer additional nursery sessions for parents who wish their child to attend more than the 15 hours allocated. These sessions will need to be organised through the school office and a contact signed. Additional sessions will only be offered if there is availability and will be on a first come first served basis.