Admissions Policy

POLICY STATEMENT

The setting is committed to providing quality Early Years community provision based on equality of opportunity for all children and their families.

All applications are equally valued and are considered in the light of our stated priorities and procedures.

POLICY AIMS

- To operate a fair and open system for admissions.
- To enable parents applying to express their and their children's needs.
- To honour the needs of our existing children and their families.
- To meet our legal commitments for child numbers, staffing levels and space requirements.
- To maintain the financial viability of our setting.

Procedures

The legal space requirements set out in the Early Years Foundation Stage (EYFS) along with the legal requirements for staff:child ratios within the setting will determine the maximum number of children admitted at any one time.

Priorities for children requiring immediate starts

- Applications for places can be made at any time.
- We operate a first-come first-served policy for admissions, as long as we are able to meet the needs of the child.
- When we do not have vacancies we operate a waiting list, usually in order of application.
- We may also take any or all of the following factors into account when considering applications, depending on the individual child and the current situation in the setting:
  - Existing balance of needs within the setting and our capacity to meet them (where children require additional adult support the staffing situation must also be considered).
  - Children with siblings already attending (and who will still be attending when the child starts at the setting).
  - Children of staff (to meet staff:child ratios to allow more children to attend).
  - Looked After Children (LAC) or vulnerable children with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support (please note that we cannot go over legal staff:child ratios to admit a child in these or any other circumstances).
  - Immediacy of start date (e.g. in a waiting list scenario a child who able to start immediately would be given priority over a child who cannot start until a future term).
  - Number of hours required.
  - Availability of additional and/or external resources where relevant.

  Our Equal Opportunities and Inclusion policy is available on request.

Reserving Places for children not yet eligible to start

Where a child isn't yet eligible to start at the setting, due to their age or setting capacity, they can be added to the waiting list. Once they reach eligibility, places will be offered as set out above, which will usually be in order of application.

Special Educational Needs & Disability (SEND)

- Our Special Educational Needs & Disability Policy is available on request.
- We strongly recommended families discuss the needs of their child with us at the earliest opportunity, to help them choose the best setting for their child. We have a duty to make reasonable adjustments to support children with SEND and can only do this effectively if we are aware of the child's needs.

Offers and Disclosure

- Once a place is confirmed, no other child will normally be able to take that place.
- We reserve the right to remove the offer of a place if:
    - it becomes unavailable through circumstances beyond our control (including staff leaving and us being unable to recruit in time).
    - there are significant changes in the needs of the child.
    - all necessary documentation is not fully completed, or necessary information disclosed. This includes:
        - Registration form including parental permissions and involvement of other professionals/services.
        - Providing sight of the child's birth certificate.
        - Completion of Nursery Education Funding forms (NEF) if applicable.
- We request that families inform us at the time of application of anything which may affect our capacity to meet the needs of their child.
- If any issues which might affect our admissions decision are not disclosed and later come to light, we reserve the right to review our decision.

Fees and Funding

- We accept all valid types of funding.
- Families who wish to, can pay for their child to attend, and then switch to funded hours when the child becomes eligible.
- Once eligible, we do not restrict when families can use funded hours within our sessions.
- It is the responsibility of families to ensure they have sufficient funds available to meet the cost of their child's sessions.
- Detailed information about fees is available in our Session Fees Payment Policy.
- From time to time we may also need to charge for additional activities or trips.

When We Can't Offer a Place

- We consider all applications equally and do our best to accommodate the needs of the families who apply to us.
- If legal or practical limitations mean we are unable to offer a place to a child, we will give a clear explanation of our reasons and how they relate to this policy.
- Our Concerns and Complaints Policy is available on request.