

# Admissions Procedure

## Policy 1

All children are welcomed to attend our sessions and we make no discrimination. Children and families are all valued, regardless of their ethnicity, culture, religion, disability, gender, social and economic background, etc. We demonstrate a commitment to both working parents and parents of children who just wish to access the free funded places. We are committed to providing an environment that is suitable for their child's individual needs. This includes supporting children in developing independent toileting skills and children with additional needs where possible.

An information booklet is available to parents and can be either collected from the setting or posted out / emailed to prospective parents. This booklet contains information on the setting.

We actively encourage parents to visit the setting while sessions are in progress so they can see how we operate and the interaction between the staff and the children. We operate an 'open door' policy for parents to come and view the setting but ask that they avoid the lunch time period 11.30 - 1 if possible. During this viewing we will take parents around the whole nursery so they can meet all staff and see the information boards we have displayed in nursery.

We will complete an enquiry form on initial enquiry and then a child will be either placed on a waiting list or offered a place if there are vacancies in the setting. We do not charge for being on the waiting list; however, we request that parents keep us informed if they take up a place at another setting and no longer wish to remain on our list.

Before admission we provide parents with a personal details form, a care plan and an 'I can' sheet for them to complete. This provides the setting with permission for events such as outings and the taking of photographs and detailed information on their child enabling us to provide continuity of care where possible, as well as meeting the child's individual needs and their stages of learning. We make parents aware of where our policies and procedures are and discuss the EYFS on our parents board. We then explain the tapestry online learning journal, and support them to download the app and log on. We also explain how our key worker system works and ensure they know who the key people are in their child's room.

On admission, it is our policy to offer settling in sessions free of charge to assist with the settling in of the child into the nursery. These sessions need to be pre-arranged with the nursery management team to ensure they are available to provide the additional support the child may require.

\*Funded places are given on a first come first served basis and may be limited. If there are no places available the child will be placed on a waiting list.

The nursery reserves the right to charge for meals and consumables for funded hours that run over meal times.

Please also see our settling in policy for more details.

Please note: we have a zero tolerance policy on aggressive and abusive behaviour towards any member of staff or person on the premises. Any person showing abusive or aggressive behaviour will be immediately asked to leave and the offer of their child's place will be withdrawn with immediate effect.

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