

Admissions

EYFS: 3.28 – 3.31, 3.55, 3.58

Admissions Notice

At our nurseries we are committed to being as inclusive as possible in regard to our admissions at both our nurseries and out of school clubs.

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 and out of school club admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

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.

However, we may not be able to offer nursery space if either of the parents has had a history of non-payment, and delayed payments of their invoices, or abuse to staff, or non-compliance to any of our policies. Also we are not able to provide a space and have a healthy parent partnership in case there is a history of any dispute with the nursery, claim made against the nursery, claims made by nursery. Therefore in all such cases we are unable to offer nursery space.

Nursery Admissions

At our nurseries we care for children between the ages of four months and four years of age, and 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. We also offer out of school club for primary school children.

Places will usually be offered on a first-come, first-served basis if there are places available within the age group, but if there is a waiting list, the nursery will use the following admission criteria which will be applied in the following order of priority:

- Children currently attending who are increasing their sessions
- Children who have siblings already attending the nursery
- Children attending another Super Start Nursery who are transferring
- Children of employees
- Children whose parents live within the local area
- Children whose parents work within the local area
- Looked after children
- 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
- A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework

A child requiring a full-time place may take priority over one requiring a part-time place, and bookings for full sessions and all year round will take priority over part-sessions bookings.

Government funding for early education can be used for hours within normal bookings, and the additional paid-for hours will be charged at the amount required to meet the normal session cost, after considering the amount received from the local authority for the funded hours.

Fully funded sessions may be available for two, three and four year olds, subject to eligibility and the availability of sessions and staffing arrangements. Additional charges may be made for those sessions, but attendance will be limited to specific hours, and charges will be incurred for any additional attendance. These sessions will have a termly intake, and will be allocated six weeks prior to the start of each term, in line with the admission criteria above.

We strongly believe that all children should have fair and equal access to meals, snacks and activities and we therefore will provide for these for all children at the nursery even for children who avail of the limited fully funded spaces.

Prior to a child attending nursery, parents must complete a registration form and pay the registration fee applicable when requesting for a space at the nursery. The Registration fee is for the cost of administration of the form and setups and introductory assessment prior to admission. Once we have received the registration form and fee we shall place the child on our waiting list. We do not guarantee a nursery space until you have received and accepted an offer for nursery space.

Prior to allocation of space at the nursery, the nursery will invite the parent and child for an introductory session of stay and play at the nursery. During this introduction stay and play session, the parent and child would join in the nursery's routine and play and learning activities. This would be the opportunity for the parent to understand the working of the nursery and get familiar with the staff in the rooms. Further, this session is an important information gathering point for the nursery to gain information on the childcare needs of the parent and further information about the child's development and other details like medical and allergies etc. **Through the introduction session we are able to determine and conclude whether we would be able to meet the needs of the child and provide the child with a safe and adequate learning environment at the nursery.**

Nursery admission may be postponed, where we need to obtain further understanding of the child's needs. This may also be the case if we are required to arrange any special training to ensure safety of the child at the nursery e.g. training for management of epilepsy condition.

The nursery manager shall take a decision of admission of the child and moving forward with offering of the space at the nursery accordingly.

We shall confirm the availability of space by an offer, a month prior to the requested starting date if a space is available. We will wait to hear from you with a confirmation on taking up the space within 7 days of making of the offer of nursery place. You are requested to complete the signing of the contract, policies and permissions within 7 days of making of an offer of nursery space.

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 free places for two/three to five year olds for early learning sessions specified by the local authority. We currently provide a limit of 10% of funded children occupancy levels as free funded places for children is subject to availability. These places will be allocated on a sole discretion of the nursery based on social and economic assessment and need of the family. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's second/third birthday.

All funded sessions are now in line with the flexible arrangement as specified by the Government. 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. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.