



# Poppins Day Nursery

## Admissions Policy and Procedure

---

### Our Policy

---

At Poppins Day Nursery, we care for children between the ages of 4 months and 4 years up to 40 children per day.

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.

### Our Aims and Procedures

---

Poppins will use the following admission criteria when taking into account other matters in deciding which child can be offered a place in the nursery are;

- Availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements.
- When the application is received (extra priority is given to those who have been on the waiting list the longest.)
- Those children who are siblings of those already with us.
- 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 in receipt of other local authority support.
- Any other extenuating circumstances affecting the child's welfare of his/her family.

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.

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 never have and have no intention in the future of discriminating against any child on the grounds of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability. The Disability Discrimination Act 1995 and the 2005 amendments lay down a legal obligation on us to consider those designated disabled or disadvantaged, using as far as possible the same criteria as for all other children. We will in their case however carry out an additional review of their individual circumstances and requirements and then assess our



ability at Poppins Day Nursery to meet those needs. If we are able to meet those needs by making reasonable adjustments we will do so. This is necessary to fulfil our prime objective, a standard of care that ensures the welfare of all the children, all the time.

Prior to a child attending nursery, parents must complete and sign a registration form and Parent Pack. 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, allergies, parental consent and vaccinations etc.

## Providers eligible to provide government fully funded only places for Early Education

---

All settings registered to accept government funding (detailed in the code of practice) must offer fully funded places for eligible 2 year olds and 3 to 4 year olds for early learning sessions specified by the local authority. At Poppins Day Nursery we currently provide 4 fully funded only places available for children subject to availability. These places will be allocated on a first come, first served basis. Once our allocation of funded only places have been taken, you can ask to be added to the waiting list. Please note for admissions for the funded only education for 3 and 4 years old, we have a termly intake, beginning the term following your child's 3<sup>rd</sup> birthday.

All funded sessions are now in line with the flexible arrangement as specified by the Government, these sessions are completely free of charge and only require £10 per day to cover the cost of two snacks and a hot cooked lunch with dessert provided by Poppins. 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.

## Policy review

---

This policy will be reviewed annually or when an incident occurs or if there are new local or national policies and procedures. The review process will be led by the Manager and include all those working in the setting.