

Admissions Policy

Conkers is registered to care for 30 children between the ages of three months and five years old.

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).

Links with legislation:

Children Act 2004, Childcare Act 2006, Disability Discrimination Act 195 +2005 amendments, SEN Code of Practice 2014, Equality Act 2010

Links with other documentation:

Fees policy

Registration form

Key person information

Partnership with parents policy

Prospectus

and complies with the statutory requirements of the EYFS (2014)

Allocation of places

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff:child ratios, the age of the child and any registration requirements
- Category of availability (sessions and times required)
- Children who have siblings who are already with us
- When the application is received (taken in chronological order)
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

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.

Visits

We encourage all families to visit the nursery before choosing to apply for registration.

If a place is required, parents are asked to complete the registration form and the child will be placed on the waiting list, or if available, a place can be confirmed at this time.

At this time (2015) we do not charge a registration fee or ask for a deposit/ retainer.

Financial Arrangements

Fees are payable monthly in advance. We do not charge for bank holidays, Christmas/New Year closure or training days. Please see our fees policy and prospectus for more information.

Introductory Visits and Settling In

We suggest that parents arrange a number of visits in the weeks prior to taking up their place. These are to enable the child to become familiar with the nursery and staff while accompanied by a parent/carer. A minimum of 2 (free) visits is recommended and during the final visit we advise parents to leave the child for an hour. All children differ and we can be flexible about the number of visits and the period of time taken for a child to settle in, according to need.

During this settling in period we will match the child to a Key Person.

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 eligible two, three and four year olds for early learning sessions specified by the local authority. Please note that for admissions for the free nursery education we have a termly intake, beginning the term following your child's second or 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.

Monitoring and review

- All nursery policies are monitored and reviewed annually
- Policies and procedures are updated and amended in line with any emerging and relevant government legislation or county council guidance

Informing parents of changes to policy

Our policies are reviewed regularly with a month's notice given of any changes. Parents are notified in writing, usually with their invoice or newsletter. A returns slip is included for parents to confirm they are aware of and agree to any changes. The returns slips are kept for our records.

This policy was adopted on	Signed on behalf of the nursery	Date for review