

Admissions Policy

Conkers is registered to care for 38 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

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 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 some 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 a pre-arranged period of time. 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.

Once a child is settled 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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
17/9/19	Tina Graham	17/9/20
Updated 8/9/2020	Amy Cooper	8/9/21
Reviewed 22/09/21	Sarah Emery	22/09/22