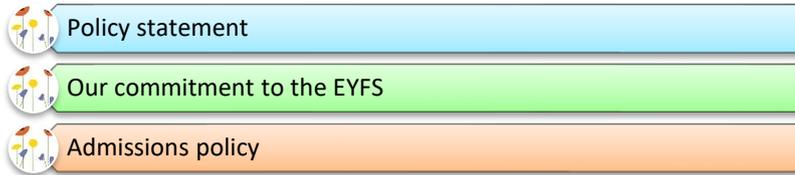


Admissions Policy

The policy includes information on:



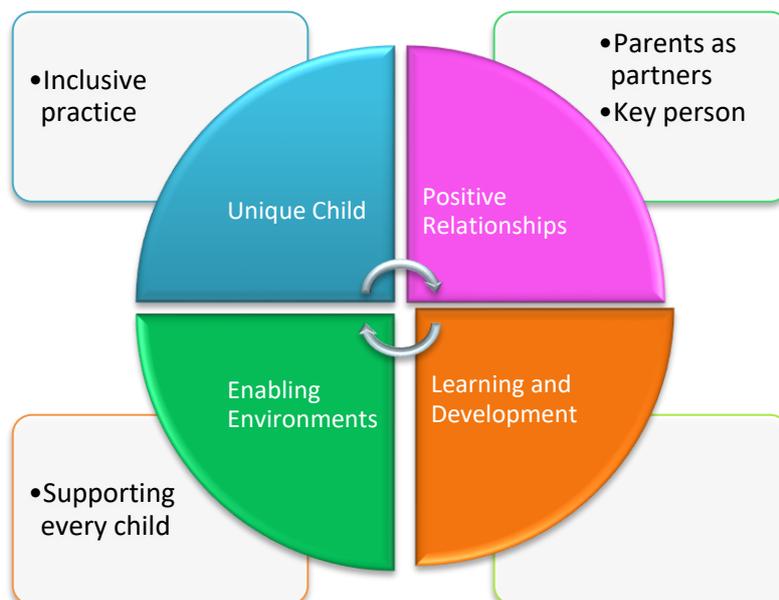
Policy Statement

Meadows nursery welcomes all children to the setting however we do have a clear admissions policy to ensure that we can safeguard the welfare of the children in our care. We never discriminate against any child on the grounds of gender, race, religion, colour or creed.

Under Ofsted regulations Meadows Nursery is registered for 75 children and is unable to exceed this capacity.

- 9 Buttercup children between the ages of 1 and 2 years
- 12 Poppy A children between the ages of 2 and 3 year
- 10 Poppy B children between the ages of 2 and 3 years
- 12 Bluebell A children between the ages of 3 and 4 years
- 16 Bluebell B children between the ages of 3 and 5 years
- 16 Bluebell C children between the ages of 3 and 5 years

Our commitment to the EYFS:



Admissions policy



Procedures:

- Ⓢ The nursery school will draw up a list of names of children whose parents wish them to attend the nursery, together with starting days and the number of sessions per week.
- Ⓢ Parents will be contacted regularly to confirm that original sessions are still required.
- Ⓢ A month prior to the requested start date, parents will be contacted to inform them whether or not their child is being offered a definite place.
- Ⓢ The nursery strictly regulates the number of children on the register so that the maximum legally permitted by Ofsted is not exceeded.
- Ⓢ Prior to the child attending parents will be required to:
 - Complete and sign the registration form
 - Read supported documentation
 - Read and agree to the policies and procedures
 - Complete the additional information forms, including emergency contact information
 - Complete the 'home-links' information form
- Ⓢ Priority is given to the needs of the children and their families and the decision on whether a place can be allocated rests solely with the nursery manager and/or company director.
- Ⓢ Allocations cannot be made by any other member of staff at the nursery and if it is will not be recognised.
- Ⓢ At the Meadows we operate a waiting list system where parents can add their child's name for specific sessions, waiting for those sessions to become available. The manager is responsible for informing parents when the requested sessions are available.



Matters taken in consideration when deciding whether a child can be offered a place:

- Ⓢ Availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements
- Ⓢ Confirmation of the anticipated start date for children registered to attend the nursery – Meadows Nursery exercises the right to offer a reserved place to another child if parents do not take up the place within 1 week of the agreed start date
- Ⓢ Receipt of completed registration documents
- Ⓢ The nursery schools ability to provide the facilities for the welfare of the child.
- Ⓢ If parents wish to change their contract with the nursery and reduce their child's attendance from full days to half days, places will be offered according to availability.

Policy last reviewed:

30th January 2019